UNIT 6: CATALOGUING WITH ANGLO-AMERICAN CATALOGUING RULES 2 (R)

UNIT SREUCTURE

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6.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Know about Anglo-American Cataloguing Rules - II (AACR-II);
- Know the different parts of a catalogue card;
- Prepare a catalogue card for single author book;
- Prepare a catalogue card for two or three author book.

6.2 INTRODUCTION

In order to provide access to the holdings of a library, an index or list of the materials is always prepared and maintained systematically for the readers. It contains all the essential details about the documents with location mark,

usually in numerical form, by which the documents can be located on the shelves of the library. This list or index or tool is basically called a library catalogue.

A catalogue code is a set of rules for the guidance of cataloguers in preparing entries for catalogues so as to ensure uniformity in treatment. These codes may also include rules for subject heading, filling and arranging of entries. Classified catalogue code by S R Ranganathan and Anglo-American Cataloguing Rules (2nd edition) are examples of such catalogue codes. In June, 2010, the Resource Description and Access (RDA) was published, which will completely take over the place of AACR-2.

This unit will give a brief account of the Anglo-American Cataloguing Rules (second edition) (AACR-II) and will explore the structure and functions of a dictionary catalogue. Subject headings have been derived from Sears list of subject headings (12th Edition). The AACR – 2 has now become outdated because of the launching of RDA, and yet we are going to deal with the AACR-2 in this unit. This is because if you are accustomed with the AACR-2, you will also be able to catch the structure of RDA, as both bear many common characteristics.

6.3 STRUCTURE OF THE ANGLO-AMERICAN CATALOGUING RULES - II

AACR- II was jointly prepared by American Library Association, The British Library, The Canadian Committee on Cataloguing, The Library Association, UK, and The Library of Congress. The code was edited by Michael Gorman and Paul W. Winkler. It was published in 1978 by the American Library Association and Canadian Library Association.

There are two parts and four appendices in AACR-II. An index was also provided at the end of the code and it has been compiled by KG B Backwell.

Part I: Description

1. General Rules for Description
2. Books, Pamphlets and Printed Sheets
3. Cartographic Materials

4. Manuscripts
5. Music
6. Sound Recordings
7. Motion Pictures and Video Recordings
8. Graphic Materials
9. Machine-Readable Data Files
10. Three-Dimensional Artifacts and Realia
11. Microforms
12. Serials
13. Analysis

Part II: Headings, Uniform Titles and References

14. Choice of Access Points
15. Headings for Persons
16. Geographic Names
17. Headings for Corporate Bodies
18. References

Appendix A: Contains instructions for Capitalization

Appendix B: Contains list of Standard Abbreviations

Appendix C: Deals with Numerals

Appendix D: Glossary

AACR-2 prescribes three levels of details in the description depending upon the nature and the size of the library. The first level provides a brief cataloguing description just to identify a particular document. It is recommended for a small library. The second level description is recommended for a medium size library, whereas the third level of description includes all the elements prescribed in the AACR-2 and is recommended for the highly specialized libraries or national and research libraries. Here, we will concentrate only on the second level of description.

6.4 CARD CATALOGUE

In most of the libraries of India the entries are written on card. The standard size of the card is 12.5 X 7.5 cm or 5''X 3". The catalogue cards

which are used for preparing entries may be ruled, semi-ruled or plain. The ruled cards are very convenient if the entries are prepared by hand, and if the matter is typed then plain cards are more suitable and used. There are different lines on the card, which may be of the following types:

First Indention: It is the first vertical line that lays nine (9) spaces from left margin. This line is in red ink.

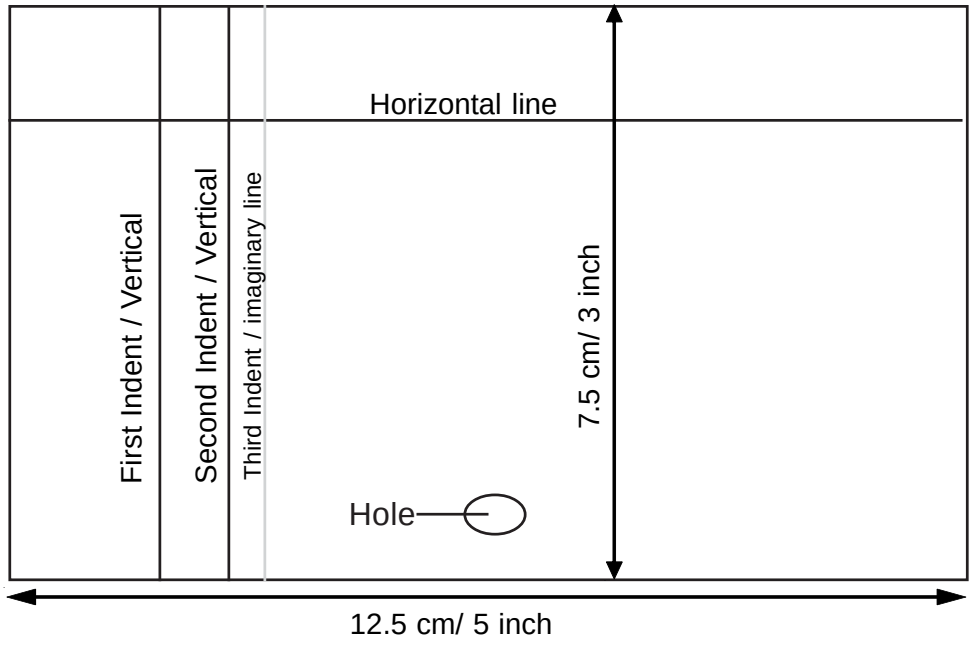
Second Indention: It is the second vertical line that lays thirteen (13) spaces from left margin or four letters space from first indention. It is also indicated in red ink.

Third Indention: Beyond the second vertical line there is also a third indention which is an imaginary line. It lays fifteen (15) spaces from left margin. In a reference, referred-from heading continues from third indention.

Horizontal Line: The card has also one horizontal line in the upper section of the catalogue card. It is a bold line and is also indicated in red ink.

Hole: The card also contains one hole at the bottom portion at equal distance from both the vertical cores of the cards. A rod of iron or brass is used to support all the cards in the tray through this hole.

The locations of all the above indentions and the hole are shown in the following card



6.5 TYPES OF ENTRIES

Each library prepares various unit records for each document in its holding. These unit records are prepared to meet the various need and approach of the library user to the document. These unit records are called as entries.

AACR1 regards the main entry as “the complete catalogue record of a bibliographical entry, presented in the form by which the entity is to be uniformly identified and cited. The main entry normally includes the tracing of all other headings under which the record is to be represented in the catalogue”.

An added entry is “an entry, additional to the main entry, by which an item is represented in a catalog” (AACR 2, p. 563). The additional entries supplement the main entry by providing an additional approach to the documents listed in the catalogue.

6.5.1 Type of Information Needed for Cataloguing

The cataloguer needs the following information about a document for cataloguing.

Name of the authors

Name of the collaborators

Title, subtitle or alternative title of the document

Edition

Name of the series

Editor of series

Name, place and year of publication

Size and number of pages of the document

Copyright year

ISBN/ISSN

The call number (class number and book number) of the document. It can be found at the verso of the title page that will be provided by the classifier.

The accession number of the document. It also can be found at the verso of the title page. The accessionist will provide this number.

6.5.2 Sources of Information Needed for Cataloguing

The prescribed source of information for the preparation of the card catalogue is the title page. It provides most of the information about the book. It is the next printed page to the cover of the book. Please note here that the cover page of the book is not the title page. The page leaving one or two pages from the beginning and on which the description mentioned bellow is printed is called the title page. The title page, in upper most part of it, contains the title and subtitle (if any) of the book. The names of authors and collaborators with their working institutions are given in the middle of the page. In the lower part, the name of the publisher, place and year of publication and price etc are given. If there is no title page, one can consult the cover caption or the half title page of the book. In the half title page of the book, only the title of the book, but no author and publication statements, is printed. Sometimes, the name of the series is also printed on this page. The verso / back of the title page contains copyright year, print and reprint, edition, name and address of the publisher, the price, and so on.

Besides the title page, we can also collect information about the book (in order of the following preference)

i) Accompanying material
ii) A container
iii) Another published description of the book or
iv) Any other available sources.

AACR-2 recommends the following types of entries

a) Main Entry: The Main entry is an author entry in AACR-2. If the authorship is diffused or not known the main entry is prepared under the title. The Main Entry is the complete

catalogue record of an item. It also includes the tracing of all other headings under which the record is to be presented in the catalogue.

b) Added Entry: An added entry is a secondary entry, additional to the Main Entry, by which an item is represented in a catalogue. S R Ranganathan calls it "entry other than the main entry". There are different types of added entries. i.e. Joint author(s), Editor(s), Translator(s), Compiler(s), Subject, Title, Series, etc. The number and kind of added entries required by a document depends upon the nature of a particular document and also on the nature of the catalogue used in a library.

c) Reference: Reference is a direction from one heading or entry to another. There are different types of references in AACR-2. They are See Reference, See also Reference, Name title Reference, Explanatory Reference, etc. Out of all the references "See" and "See also" type of references are frequently used.

i) See Reference: It directs the user of a catalogue from a form of the name of a person or a corporate body or the title of a work to the form that has been chosen as a name heading or a uniform title.

Examples:

Md. Syed Ahmed Khan

see Syed Ahmed Khan

Dhanpat Rai

see Prem Chand

ii) "See Also" Reference: The function of a "See also" reference is to direct the user from one name heading or uniform title to another that is related to it. If the works of one person or corporate body are entered under two different headings a "see also" reference is prepared from each heading.

Example:

Home Science

See also Interior decoration

6.6 RULES FOR DESCRIPTION OF MONOGRAPH

The elements to be included in the catalogue entry are divided into the following areas:

a) Call Number: Call number is the combination of class number and book number. It is the first item which should be recorded in the upper left hand corner of the catalogue card with pencil.

b) Accession Number: It should be recorded on the seventh line from the top of the card or fourth line from the bottom.

c) Author: "Author" in the entry is indicated by writing the surname first which is followed by a comma "," and the remaining parts of the name (i.e. forenames) are given after leaving one space which is followed by the date of birth and / or death of an author in full, if any, and a full stop. This is written from the first indention and continued from the third indention on the next line.

d) Title and Statement of Responsibility: The title proper should be recorded exactly as the wording, order and spelling as it is found in the title page of the document. Capitalization and punctuation should be avoided.

i) Alternate Title: Use the first part of the title with commas, and then the alternate title.

Examples:

Another world watching, or The riddle of the flying saucers

Indian song of songs, or Gita govinda

ii) Abridge Title: Abridge a long title proper only if this can be done without any loss of the essential information. Indicate the omission by the mark of three dots "…".

iii) Initial and Acronyms: If a title proper includes separate letters or initials without full stops between them, record such letters without

spaces between them. If such letters or initials have full stop between them, record them with full stops.

Example:

"ALA Rules for filling catalog cards" and "A.L.A. Rules for filling catalog cards"

iv) *Parallel Title:* Record parallel title in the order indicated by their sequences. If the title appears in two or more languages, choose one of these as the title proper and record the other titles as parallel title. The parallel title appearing outside the chief source of information should be noted in the note section of the catalogue card.

v) *Title in Numerals:* If the title of a document appears in numerals, record it in letters and endorse it in the square brackets.

Example:

"20 [Twenty] – point programme".

vi) *Other Title Information:* Record other title information (subtitle, etc) appearing in the chief source of information. Use space colon space " : " between the title proper and other title information.

Example:

"Cataloguing : theory and practice".

e) Statement of Responsibility: Record statement of responsibility in the form in which they appear in the chief source of information. The statement of responsibility should preceded by a diagonal slash. If there is more than one statement of responsibility, record them in the order indicated by their sequence on or by the layout of the chief source of information. If the statement of responsibility is taken from outside enclose it in square brackets.

Example:

"Cataloguing practice / by S R Ranganathan".

f) Edition: This area should be preceded by a full stop, space dash space ". – ". The statement of responsibility should be preceded by a diagonal slash, and then each subsequent statement of responsibility should

be preceded by a semi-colon. The standard abbreviations and numerals in place of words should be used.

Example:

"2nd ed", "3rd ed", "New ed", "Rev ed", "Rev and enl ed".

g) Place: If a publisher has many offices in more than one place, always prefer the name of the first place and omit all other places. If the place of publication, distribution, etc is uncertain, give the probable place with a question mark in square brackets.

Example:

"[Delhi?]".

If, no place or probable place can be given, put the abbreviation sl (Sine loco) in square brackets "[s.l.]". "Sine loco" means "no place" in Latin.

Example:

"[s.l.]: Vikas, 2001".

h) Publisher: After the place of publication, use the shortest form of the publisher in which it can be understood and identified internationally. If the book has two or more publishers, record the first named place and publisher. If the name of the publisher is not known, the abbreviation sn (sine nominee) is given in square brackets. Example: "[s.n.]".

i) Date of Publication: Give the year of publication in Arabic numerals preceded by a comma.

Example:

", 2001".

If there is no date, the copyright date is given.

Example:

", c 1999".

If the date of publication is not known then n.d. (no date) is written in square brackets.

Example:

[n.d.].

j) Physical Description Area: This paragraph starts from the second indention and continues from the first indention. This area consists of

pagination, illustrative matter and size of the document expressed in cm.

If the volume is without pagination, ascertain the total number of pages and give the number in square brackets. The sequence of describing page information is

"Preliminary pages, Roman pages, Arabic pages.".

Example:

"xii, 786 p.".

When preliminary pages are not numbered it should be in the form of : "[xii], 786 p.".

The connecting symbol between pagination and illustrative matter is a colon ":". The illustrate printed monograph is described as "Charts", "Maps", "Music", "Plans", "Portraits", "Samples", or simple as "ill".

Example:

"786 p. ; ill.".

The connecting symbol between the illustrative matter and the height of the document is semi colon ";". The height of the document is written in cm.

Example

"786 p. : ill.; 18 cm.".

k) Series: The series are preceded by a full stop space dash space ". - ". Series statement is recorded in circular brackets. The series statement may consist of name of the series, statement of responsibility relating to series and number of series.

Example:

". - (Ranganathan series in Library Science; 4)", ". - (Research monographs / Institute of Economic Affairs; 3)".

l) Notes: Notes may be given to explain the nature, scope or artistic form of the item, language of the item, sources of the title proper, variation in title, accompanying material, contents, etc.

m) Standard Number: If the item contains ISBN / ISSN, record International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) for the item. Example: "ISBN : 0-910608-70-9".

n) Tracing: Tracing is the record of the heading under which an item is represented in the catalogue. The information about the added entries should be recorded in a paragraph starting from the second indention.

Before going for tracing, the subjects of the document need to be determined. In the main card, the added entries for subject should be numbered in Arabic numerals (Example “1”, “2”) whereas, the other entries should be numbered in Roman numerals (Example “I”, “II”). Another point to be noted is that, in the added entries for subject, the names of the subject are written in all capital letters. Example: “LIBRARY SCIENCE”.

The location of all the areas are shown in the following catalogue card

Class No. Book No.	Author’s surname, Fore name, d of b – d of d.
Acc No.	Title = parallel title: sub title / First statement of responsibility; each subsequent statement of responsibility. - Edition statement / First statement of responsibility relating to edition. - First place of publication: First Publisher; Date of Publication. Pages: ill.; size.- (Name of the series) / statement of responsibility relating to series; number of the series). Notes ISBN Tracing

6.7 WORKS OF SINGLE PERSONAL AUTHORSHIP

Enter the main entry of a work, by one personal author under the heading for that person whether named in the work or not.

AACR -2

An introduction to the second edition of Anglo-American Cataloguing Rules

Eric Hunter

Clive Bingley

London

1979

Other Information : Call No.: 025.32077 HUN, Acc No.: 1265, Pages: 148 p, Size: 22 cm.

Main Entry

025.32 HUN	Hunter, Eric.	
1265		AACR-2: an introduction to the second edition of Anglo-American Cataloguing Rules / Eric Hunter. - London : Clive Bingley, 1979. 148 P.; 22 cm. 1. Cataloguing. I. Title

Please do note: In the tracing section, the word “cataloguing” start with “1” whereas the title start with “I”.

Added Entry (Subject)

025.32 HUN	Hunter, Eric.	CATALOGUING
1265		AACR-2: an introduction to the second edition of Anglo-American Cataloguing Rules / Eric Hunter. - London : Clive Bingley, 1979. 148 P.; 22 cm. 1. Cataloguing. I. Title

Added Entry (Title)

025.32 HUN	Hunter, Eric.	AACR-2
1265		AACR-2: an introduction to the second edition of Anglo-American Cataloguing Rules / Eric Hunter. - London : Clive Bingley, 1979. 148 P.; 22 cm. 1. Cataloguing. I. Title

6.8 WORKS OF SHARED RESPONSIBILITY

If the work is the result of two or three authors or persons, the main entry should be prepared under the name of the person or author on whom principal responsibility is attributed by the wording or by the layout in the chief sources of information. Then, the added entries should be prepared for other persons if they are not more than two. For example: In case where the book is written by two or more authors and if the name of one of the authors is printed in bold letters, the main entry is to be made under that author.

If the responsibility is shared between two or three persons and principal responsibility is not attributed to any of them by working or layout, the main entry should be prepared under the heading for the one name that appears first in the chief source of information that is in the title page. The added entries should be prepared under the heading for others.

Computer and Commonsense
By
Roger Hunt and John Shelley

Prentice Hall of India Private Limited
New Delhi-110001
1979

Other Information : Call No.: 004 HUN, Acc No.: 1274, Pages: ix, 149 p, Size: 18 cm. ISBN: 0-87692-061-10

Notes for your help: As the principal author is not indicated, the main entry should be made in the name of the first author. The book number given in other information also indicate that.

Main Entry

004 HUN	Hunt, Roger	
1265		Computers and commonsense / Roger Hunt and John Shelley. - New Delhi: Prentice-Hall India, 1979. ix, 149 p.; 18cm. ISBN: 0-87692-061-10 1. Computers. I. Shelley, John. II. Title

Added Entry (Subject)

004 HUN	COMPUTERS Hunt, Roger	
1265		Computers and commonsense / Roger Hunt and John Shelley .- New Delhi: Prentice-Hall India, 1979. ix, 149 p.; 18cm. ISBN: 0-87692-061-10 1. Computers. I. Shelley, John. II. Title

Added Entry (Joint Author)

004 HUN	Hunt, Roger	Shelley, John
1265	Shelley. - New Delhi: Prentice-Hall India, 1979. ix, 149 p.; 18cm. ISBN: 0-87692-061-10 1. Computers. I. Shelley, John. II. Title	Computers and commonsense / Roger Hunt and John

Added Entry (Title)

004 HUN	Hunt, Roger	Computers and Commonsense
1265	Shelley. - New Delhi: Prentice-Hall India, 1979. ix, 149 p.; 18cm. ISBN: 0-87692-061-10 1. Computers. I. Shelley, John. II. Title	Computers and commonsense / Roger Hunt and John

6.9 INTRODUCTION TO RESOURCE DESCRIPTION AND ACCESS

RDA is built on the foundations established by the Anglo-American Cataloguing Rules (AACR). Instructions derived from AACR have been reworked to produce RDA which is easier to use, more adaptable, and

more cost-efficient in its application. The RDA has been developed to replace AACR. It has flexible and extensible framework for the description of digital and non-digital resources. The AACR-2 was mainly for the non-digital resources. RDA uses MARC 21 as encoding standard (Format for Bibliographic Data, and Format for Authority Data) and International Standard Bibliographic Description (ISBD) as display standard. ISBD is also used by AACR-2 for display of record. The RDA element set is compatible with ISBD, MARC 21, and Dublin Core.

A key element in the design of RDA is its alignment with the conceptual models for bibliographic and authority data [Functional Requirements for Bibliographic Records (FRBR), and Functional Requirements for Authority Data (FRAD)] developed by the International Federation of Library Associations and Institutions (IFLA).

The Joint Steering Committee for Development of RDA (JSC) is responsible for maintaining "RDA: Resource Description and Access". JSC was previously responsible for maintenance of the Anglo-American Cataloguing Rules (AACR). The constituent organizations represented on the Joint Steering Committee are The American Library Association, The Australian Committee on Cataloguing, The British Library, The Canadian Committee on Cataloguing, CILIP: Chartered Institute of Library and Information Professionals, and The Library of Congress. The current Chair of JSC is Alan Danskin, the British Library representative. RDA is published by: The American Library Association, The Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals.



CHECK YOUR PROGRESS

A) Write the Full Form of the Following

a) AACR. b) CILIP. c) FRAD.

d) FRBR. e) ISBD. f) ISSN.

g) RDA.

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6.10 LET US SUM UP

The library catalogue is a key to the resources of a library. The field of cataloguing practice is a vast one. Therefore, only typical examples have been dealt with in this unit and complicated cases have been totally avoided. As far as possible, rules for the preparation of entries that are given in the code have been followed strictly.

The cases of four personal authors, works of mixed responsibility, edited book, change of title, pseudonyms, sacred scriptures, multivolume printed monographs, works published by government, seminar and conference volume, serial, etc are avoided in the above sections. AACR-2 has some specific rules related to those type of material.



6.11 FURTHER READINGS

1) Krishan Kumar (1990). An introduction to AACR 2. New Delhi: Vikas Publishing House Pvt Ltd.
2) Lal, C. & K. Kumar (2006). Practical cataloguing AACR-2. New Delhi: Ess Ess Publications.
3) Sehgal. R. L. (2003). Cataloguing practice. New Delhi: Ess Ess Publications.



6.12 ANSWERS TO CHECK YOUR PROGRESS

Ans to Q No 1:

a) AACR : Anglo-American Cataloguing Rules.

b) CILIP : Chartered Institute of Library and Information Professionals.

c) FRAD : Functional Requirements for Authority Data.

d) FRBR : Functional Requirements for Bibliographic Records.

e) ISBD : International Standard Bibliographic Description.

f) ISSN : International Standard Serial Number.

g) RDA : Resource Description and Access.



6.13 PROBABLE QUESTIONS

1. Catalogue the following documents

a)

Documentation

Genesis and Development

By

S R Ranganathan

National Research Professor in Library Science

Documentation Research and Training Centre, Bangalore

Vikas Publishing House

Delhi - London

Other Information : Call No.: 029 RAN, Acc No.: 1266, Pages: 310 p, Size: 23 cm. Series: Sarada Ranganathan Endowment for Library Science Series. First edition published in 1973.

Notes for your help: The subject of the document will be “Information Storage and Retrieval System”. Added entries should be in the name of subject as well as title and series.

b)

Cage and Aviary Birds

By

D H S Risdon

Faber and Faber

London-Boston

1972

Other Information : Call No.: 636.686 (determine book number by yourself), Acc No.: 166, Pages: 188 p, Size: 18 cm.

c)

Statistical Physics

By

L Landau

E Lifshitz

Translated from the Russian

By

D Shoenberg

Clarendon Press

Oxford

1938

Other Information: Call No.: 541.39 LAN, Acc No.: 526, Pages: viii, 280 p, Size: 23 cm.

Notes for your help: The book number is supplied to you to determine the main entry.

d)

Foundations of Set Theory

Y. P. Dhal

And

K. R. BHAL

North Holland Publishing Company

Amsterdam

Holland

1968

Other Information : Call No.: BHA, Acc No.: 126, Pages: x, 500 p, Size: 25 cm. Series: Studies in logic and foundations of mathematics.

Notes for your help: As the author indicated at serial number two as principal author (by way of using capital letters), the main entry is to be made under him. The subject of the book will be “Mathematics” and “Aggregates (Mathematics)”. Added entries should be in the name of “Mathematics”, “Aggregates (Mathematics)”, “Dhal, Y. P.”, “Title”, “Series”.

e)

Readings in Guidance
John. E. Barkey
James A. Hans
James L. Maltha
Second Edition
Holt, Rinehart and Winston
New York, Chicago, London

Other Information: Call No.: BAR, Acc No.: 54626, Pages: xvii, 800 p, Size: 20 cm. Series: Foundation of Education Series. No. 75, Copyright year 1959.

Notes for your help: The subject of the book will be “Counseling”.

f)

Library Practice
A Manual and Text Book
J Ritchie
A Standley
J BURKETT
ELM Publications
Cambridge
1977

Other Information: Call No.: 025 (find out book number yourself), Acc No.: 5426, Pages: ix, 285 p, Size: 18 cm.

Notes for your help: The subject of the book will be “Library Science”.

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For Practice

For Practice

For Practice

For Practice

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For Practice

