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# UNIT 7 RULES FOR BIBLIOGRAPHIC DESCRIPTION

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## 7.0 OBJECTIVES

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In the previous Unit we have acquainted you with the history, evolution, and principles of bibliographic description. In this Unit we will be discussing various rules for bibliographic description of different types of documents including electronic documents, which have been developed by various international bodies.

After reading this Unit, you will be able to:

- 1 analyse the need for developing norms for bibliographic description;
- 1 get an idea with regard to national and international level contributions in formulating rules for bibliographic description;
- 1 explain the ISBD and identify the rules for bibliographic description;
- 1 guide professionals in cataloguing of documents especially electronic resources, internet resources; and
- 1 design the code for bibliographic description.

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## 7.1 INTRODUCTION

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The generation of new information by research, information analysis and

consolidation and by other analogous activities has paved the way for information explosion. The primary responsibility of an information scientist is to provide right information to the right user at the right time. But the growth of information in a large scale often prevents the easy access to the right information by users due to the barrier of large number and complexities including the phenomenon of small piece information lying buried in a vast mass of information. This may result in unutilisation of information unless they are properly identified, processed and organised. Information has an organised, purposeful structure created by information scientists who use a variety of standards, systems and rules endeavouring to bring order out of chaos. With the explosion of electronic data the obvious need arises to organise it into required access points. Cataloguing and classification which were used to perform this job have recently undergone thorough review and changes. Through a brief examination of the history of cataloguing and the foundational structure underlying information organisation, we will be able to move confidently forward with new skills and know-how. Standardisation of Bibliographic Description Groups have been working ahead of the curve to anticipate various types of needs related to organising, retrieving, archiving and disseminating of all types of information.

We have come across a long way from the concept of book to document and to information. According to S R Ranganathan, a book is a conventional document and document is embodiment of expressed thought. To expedite information service, bibliographical description of library materials and their proper organisation is essential. Bibliographical description is information about the sources of information. The five laws of information science based on S R Ranganathan's thinking also supports bibliographic description to help promotion of the use of information (Law 1), by helping every information-user to find his/her information (Law 2), by finding information-users for every piece of information (Law 3), by providing easy and instant access to save the time of the information-user (Law 4), and by overcoming all the barriers mostly created by the continuous growth of the universe of information (Law 5). Now-a-days library holdings belong to heterogeneous category with both hard copies and soft copies of different documents. These are books, monographs, periodicals, serials (e.g., Annuals, year books, gazettes, trade catalogues, etc.), electronic resources (e.g., digital form of text, graphics, images, maps, animated image, music, sounds, computer programs, internet resources, etc.). Bibliographical description more or less of either type requires authorship description, contents description, and physical description. Gradually it demands more and more specific and descriptive element for effective information services. To keep consistencies among descriptions for already existing and newly added documents, standardisation of rules and guidelines for preparing bibliographic description is essential for obvious reasons.

### **7.1.1 Bibliographic Description: Its Origin**

You have already studied evolution of bibliographic description in Unit 6 of this course. Most of the library professionals believe that it is Sir Anthony Panizzi who brought the concept of today's bibliographic description into the picture through his 'Rules for Compilation of the Catalogue' comprising of 91 rules approved by the British Museum for its catalogue in 1839 and published in 1841. Panizzi advocated bringing together all manifestations (i.e., intellectual information) of a particular work through a single main-entry point so that users would be able to see all relationships of a particular title. This was in contrast of the museum's normal practice of publishing a catalogue as an alphabetised inventory list ordered by author, which followed ancient practices. While this pivotal event is considered as the ideological foundation of cataloguing, it still continues to be modified. But using Panizzi's rules, the philosophy of bringing together all manifestations of a single work, would have been impossibly time-consuming and costly due to the vastness and ever-growing nature of document production.

In 1852, Charles C. Jewett, one of the followers of Panizzi wrote the first code of cataloguing rules in the United States with the grand idea of developing a large union catalogue with printed cards to be shared by libraries. In 1876, the American Library Association was established; in the same year Charles Ammi Cutter published 'Rules for a Dictionary Catalog', possibly the most comprehensive set of rules produced by any individual for the first time. Cutter's rules set out the first principles of cataloguing, and included a statement of the objectives of the catalogue. The code covered rules for dictionary catalogues including both entry (for authors, titles, subjects, and form headings), and description. In 1883, the American Library Association (ALA) published cataloguing rules for the first time in its history under the title "Condensed Rules for an Author and Title Catalog" in the Library Journal. On the other hand, in UK 'Cataloguing Rules' of the Library Association (LA) were published in 1893. In 1900 ALA appointed a committee led by J.C.M. Hanson of the Library of Congress to revise the condensed rules of it. The main aim was to have an agreement of the ALA rules and the rules of the Library of Congress due to the upcoming introduction of Library of Congress printed cataloguing cards. In 1902 an advance edition of the revised ALA rules was produced by the Library of Congress. In 1902 a Committee was formed in UK to revise the cataloguing rules of LA, and in its work drew heavily on the British Museum rules, and the advance edition of the revised ALA rules. Thus, these two countries – USA and UK made many efforts in developing rules for bibliographic description simultaneously and separately but more interestingly being influenced by each other.

### Self Check Exercises

- 1) Write down the impact of the Five Laws in cataloguing.
- 2) Who had designed the most comprehensive set of rules for cataloguing?

**Note:** i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of the Unit.

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## 7.2 DEVELOPMENT OF ANGLO-AMERICAN CODE

In 1904 the fourth edition of Cutter's rules was published. The Library of Congress made efforts to bring uniformity between the revised ALA rules and Cutter's rules. In its 1904 meeting, the Library Association, UK finalised the revision of the LA rules. In the light of the similar work being done on both sides of the Atlantic, Melvil Dewey suggested that there should be co-operation to produce an Anglo-American code. In 1904, the American Library Association and the Library Association formally agreed upon the co-operation and collective work through consultation by correspondences. The first international cataloguing code was published in 1908, sometimes referred to as Joint Code, in an American edition and a British edition. Broadly, both the editions contained Cataloguing Rules, Author & Title entries consisted of 174 rules covering both entry and headings for authors and titles, and description. Areas of disagreement between the two editions centered on authors and publications that changed names or titles. In both editions disagreements were explained either in a note or by printing two versions of the rule. Library of Congress supplementary rules were also included where ever necessary.

### 7.2.1 ALA Cataloguing Rules

After a long gap, the American Library Association and the Library Association decided to revise the 1908 rules of American and British edition. The two bodies kept on cooperating with each other until 1939. In 1941, the American Library Association published a preliminary second edition of the American edition which contained 324 rules in two parts: Part I: Entry and Heading; Part II: Description of book; as well as various appendices, including one on 'authority cards'. This edition was again criticised for being too detailed and complex, and in 1949 ALA Cataloging Rules for Author and Title Entries was published which had only rules for entry and heading.

### 7.2.2 Rules for Descriptive Cataloguing in the Library of Congress

The main demerit of the 1949 ALA code was that it did not describe the rules for descriptive cataloguing. So the Library of Congress took responsibility for documenting rules of descriptive cataloguing. Because by that time the Library of Congress catalogue cards service had been started to be widely used by the libraries in USA and there was a growing interest to know the rules used by the Library of Congress to prepare cards. As a result 'Rules for Descriptive Cataloguing in the Library of Congress' was published in 1949, which was adopted by the American Library Association. The rules for published monographs, serials, and some non-book materials were included. Also supplementary rules for additional non-book formats were subsequently issued from time-to-time.

### 7.2.3 Anglo-American Cataloguing Rules (AACR)

Seymour Lubetzky of the Library of Congress had been assigned to analyze the 1949 ALA code in 1951 by the American Library Association. Simultaneously, the Library Association was involved in revision work of the 1949 code. In 1953 Lubetzky in his report 'Cataloging Rules and Principles' advocated for a movement towards a principle-based code rather than a case-based one. In 1956 Lubetzky became the editor of the revised code, and in 1960 the draft of 'Code of Cataloging Rules: Author and Title Entry' was prepared. In 1961, an International Conference on Cataloguing Principles was held in Paris to examine the choice and form of headings in author/title catalogues. The recommendations of the conference were known as the 'Paris Principles' which contained a statement of 12 principles. In 1962 C Sumner Spalding of the Library of Congress became the new editor of the code. The American Library Association and Library Association continued their co-operation in collective work by exchanging minutes, working papers, and attending each other's meetings. In addition, the Library of Congress assisted in revision of the descriptive cataloguing rules, and the Canadian Library Association was involved in reviewing drafts of the rules. In 1967 two versions of the Anglo-American Cataloguing Rules (AACR) were published under the heading, a North American text and a British text.

Both texts of AACR contained three parts:

*Part I: Entry and Heading:* Based on the Paris Principles

*Part II: Description:* Consisted of revised rules.

*Part III: Non-book materials:* Contained rules for both entry and description of non-book materials.

In addition, each text contained an appendix listing rules for entry and heading that differed in the other version. In 1966 there was a 'memorandum of agreement' between ALA and LA for continued revision of AACR. The Library of Congress and the Canadian Library Association were also formally represented in the revision process. Amendments and changes from 1969-1975 were published in

‘Anglo-American Cataloguing Rules Amendment Bulletin’ by the Library Association for the British text and in ‘Cataloguing Service’ by the Library of Congress for the North American text.

### Self Check Exercises

- 3) How many principles are accepted as Paris principle ?
- 4) What are the parts of North American/ British editions AACR ?

**Note:** i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of the Unit.

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## 7.3 THE INTERNATIONAL STANDARD BIBLIOGRAPHIC DESCRIPTION (ISBD)

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Following the differences in British and North American Texts, a need for standardisation of the form and content of bibliographic description was felt world over. At the International Meeting of Cataloguing Experts in Copenhagen in 1969, a program of International Standard Bibliographic Description (ISBD) was developed. The objective was to identify components in a bibliographic description, their preferred order, and the necessary punctuation.

### 7.3.1 Genesis of ISBDs

A standardisation of the form and content of bibliographic description could be established by the IFLA Committee on Cataloguing following the above meeting at Copenhagen in 1969. The outcome was the publication of a set of its recommendations in 1971 known as the International Standard Bibliographic Description for Monographic [ISBD(M)] publication, the first member of the ISBDs family. Since its publication, the ISBD(M) got so popularity that this text had been adopted by a good number of national bibliographies. Several comments were received from those who had made use of it. The ISBD(M) Revision Meeting was convened to produce a revised text by the IFLA Committee on Cataloguing in August, 1973 at Grenoble immediately before the IFLA General Council Meeting. Following this meeting the ‘First standard edition’ of the ISBD(M) was published in 1974.

In 1974, AACR was revised in line with ISBD(M) to include rules for bibliographic description for printed monographs and reproductions of printed monographs including microform reproductions. Immediately after that the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules (AACR) felt for a ‘General International Standard Bibliographic Description’ suitable for all types of library materials and proposed the same to the IFLA Committee on Cataloguing in 1975. Thus, the ISBD(G) was published in 1977. Other ISBDs viz. ISBD(S) for serials, ISBD(NBM) for non book materials (including audio-visual materials) and ISBD(CM) for cartographic materials were also developed simultaneously, leading to the inclusion of rules for Audio-Visual & Special Instructional Materials and Sound Recordings in the subsequent revisions of AACR. Again the ISBD(M) was revised in the line of ISBD(G), and the first standard revised edition of the ISBD(M) was published in 1978.



The Standing Committee of the IFLA Section on Cataloguing formed an ISBD Review Committee to look into the revision process of ISBDs following the recommendation of the IFLA World Congress, Brussels in August 1977. It was resolved that all ISBDs would be fixed to a life of five years, after which revision would be considered for all the texts, or for particular texts. In the revision process the following major ideas gathered through practical experience were identified as necessary for further improvement: *clarify wording and achieve consistency of definitions and stipulations; make the ISBDs hospitable to non-roman scripts; review the use of the equals sign; include more and better examples*. Subsequently the Review Committee met to review and revise the then existing four ISBDs viz. ISBD(CM), ISBD(NBM), ISBD(S) (now it is called as ISBD(CR) for Continuing Resources) and ISBD(M) including preparation of a new ISBD(CF) for Computer Files (at present it is known as ISBD(ER) for Electronic Resources), ISBD(A) for Annotated texts in August 1981 in London. However, this revision of ISBD(G) was not intended to produce rules for general use of cataloguers, but to identify the framework and essential features of the specialised ISBDs with more detailed stipulations and instructions and to provide a point of reference for compilers of cataloguing codes.

### 7.3.2 ISBD(G)

ISBD(G) lists all the elements which are required to describe and identify all types of material which are likely to appear in library collections, assigns an order to those elements of description, and specifies a system of punctuation for the description. It is not intended to be used by a cataloguer in a library or national bibliographic agency directly to describe any library material. Rather, it forms the basis of the specialized ISBDs which have been or are being prepared for special categories of materials. Also it forms the basis for future revision of existing ISBD texts. It is anticipated that national or international committees responsible for preparing cataloguing rules (or codes) will use the ISBD(G) as the basis for their rules on description of library materials, either through the use of specialised ISBDs or directly in the case of materials not covered by ISBDs. Thus, the ISBD(G) is concerned with the bibliographic description for records either in computer-readable or printed form of both national bibliographic agencies and/or other cataloguing agencies. *In the case of bibliographic data stored in a computer-readable medium, the ISBDs prescribe display conventions for eye-readable output, such as online displays or printed products, rather than the data structure used within the computer-readable medium itself.*

#### Purpose and Use

The main objectives of ISBDs are:

- i) making records interchangeable – this means records produced in one country can be easily accepted in library catalogues or other bibliographic lists in any other country;
- ii) interpretation of records – this means records produced for users of one language can be interpreted by users of other languages so that language barriers can overcome; and
- iii) conversion of bibliographic records – this means conversion to machine-readable form to be easier.

Ultimately, these goals are achieved through providing the stipulations for compatible descriptive cataloguing in order to aid the international exchange of bibliographic records among the library and information communities world over. The stipulations comprise of the identification of elements for bibliographic description, their sequence and positions in presentation and the preceded punctuation as their identification mark. Some suggestions are made as guidelines

may be considered by the user of ISBDs – the ISBDs provide stipulations to cover the maximum amount of descriptive information required in a range of different bibliographic activities, and therefore include elements which are essential to one or more of those activities but not necessarily to all. The national bibliographic agencies of different countries should take up the responsibility of creating the bibliographic record for each library material issued in that country, should prepare the bibliographic description containing all the mandatory elements as suggested in the relevant ISBD. Other cataloguing organisations can have a wider choice of selecting ISBD elements for inclusion in their own records, provided that the elements selected are given in the prescribed order and transcribed with the prescribed punctuation according to the relevant ISBD.

The ISBD stipulations do not include the factors which make up a complete bibliographic record, such as headings, subject information, uniform titles, filing devices and tracings. It is recommended that such factors are normally covered by providing rules in cataloguing codes.

### Self Check Exercises

5) What are ISBDs for different documents?

6) What are the objectives ISBD(G)?

**Note:** i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of the Unit.

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## 7.4 IMPACT OF ISBD ON CATALOGUE CODES

Following the development of ISBDs, AACR is revised with inclusion of new chapters leading to the specialised ISBDs.

### 7.4.1 Anglo-American Cataloguing Rules, Second Edition (AACR2)

To merge the North American and British texts into a single version, the Joint Steering Committee for the Revision of AACR (JSC) was established, with membership from the American Library Association, the British Library, the Canadian Library Association (represented by the Canadian Committee on Cataloguing), the Library Association, and the Library of Congress. The ‘Anglo-American Cataloguing Rules, Second edition’ (AACR2) was published in one version in 1978 under the editorship of Michael Gorman of the British Library, and Paul W. Winkler of the Library of Congress. AACR2, 1978 is divided in two parts:

#### Part I Description

- Based on the ISBD(G) framework.
- Included a general chapter (Chapter 1), and chapters for individual formats, including new chapters for machine-readable data files (Chapter 9) and three-dimensional artifacts and regalia (Chapter 10).
- The rules for non-book materials were based on alternative codes that were published in the 1970s.

**Part II, Entry and Heading**

- Rules were brought more closely into line with the Paris Principles.

Different national bibliographic agencies/libraries like the Library of Congress, the National Library of Canada, the British Library, and the Australian National Library started using AACR2. In 1981 an abridged version, the *Concise AACR2* was published. Subsequent revisions to AACR2 were adopted in 1982, 1983 (published 1984), and 1985 (published 1986). In 1987 revision, the chapter of machine readable data files was renamed as ‘Computer Files’. The Australian Committee on Cataloguing (ACOC) became a full JSC member since 1986 though they used to send their representatives since 1981. Thus, the AACR2 1988 revision was published incorporating the 1982, 1983, 1985 and 1987 revisions plus subsequent unpublished revisions in both book and loose-leaf format. After a gap of five years, one set of amendments was published in 1993, but a few revisions were approved in between 1992 and 1996. The AACR2 1998 revision was published in book and CDROM format. Amendments packages were published in 1999 and 2001.

**7.4.1.1 AACR2 Revision 2002**

The emergence of the Internet and the increasing use and exchange of electronic resources have had a profound impact on the environment where the code operates. So the needs and expectations of users have also significantly changed to cope with the new environment. Realising the situation, the Joint Steering Committee (JSC) for Revision of AACR has embarked on an ambitious program of investigation and reform beginning with the *International Conference on the Principles and Future Development of AACR* held in Toronto in 1997. The JSC met in six meetings within 2001 to consider outstanding contribution of different experts for further improvement of the code. Ultimately the 2002 revision of the second edition of the Anglo American Cataloguing Rules (AACR2R 2002) is published only in loose-leaf format for updating with an expectation that updates to the rules to be released annually as changes to the rules are occurring more frequently than in the past and are often substantial. This 2002 revision incorporates those amendments of 1999 and 2001 including major revision of the computer files chapter under the new name ‘Electronic Resources’, Serials chapter under the new name ‘Continuing Resources’ and Cartographic Materials chapter.

**Self Check Exercises**

7) Who were the editors of AACR2 1978?

8) What are the parts of AACR2 1978?

**Note:** i) Write your answer in the space given below.

ii) Check your answers with the answers given at the end of the Unit.

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**7.4.1.2 General Rules for Bibliographic Description**

In AACR2 2002, many rules are designed for use in the construction of catalogues and other lists in libraries of all sizes. The 2002 revision of the second edition of the Anglo American Cataloguing Rules (AACR2 2002) must be referred for details. These rules cover the description of and the provision of access points for all library materials commonly collected at present time. The integrated



structure of the text makes the general rules usable as a basis of cataloguing uncommonly collected materials of all kinds and library materials yet unknown.

The rules follow the sequence of cataloguers' operations in most present-day libraries and bibliographic agencies firstly with the provision of information describing the item being catalogued and secondly, with the determination and establishment of heading or access points under which the descriptive information is to be presented to the catalogue user and with the making of references to those headings. The bibliographic description according to ISBD(G) is provided in the Appendix I of this Unit.

A few selected rules in brief are discussed here, but for better understanding the AACR2R 2002 should be consulted.

#### a) Levels of Bibliographic Description

The bibliographic description is divided into eight areas viz. (1) Title and statement of responsibility, (2) Edition, (3) Material(or type of publication) specific details, (4) Publication distribution, etc., (5) Physical description, (6) Series, (7) Note, (8) Standard number and terms of availability. Each of these areas are again consists of a number of elements as set out in the rules. Some these elements are considered as optional. Hence, three levels of description is stated in AACR with an open option to choose any one on the basis of the purpose of the catalogue.

##### First Level:

Title proper / first statement of responsibility, if different from main entry heading in form of number or if there is no main entry heading. – Edition statement. – Material (or type of publication) specific details. – First publisher, etc., date of publication, etc. – Extent of item. – Note(s). – Standard number.

##### Second Level:

Title proper [general material designation] = parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. – Edition statement / first statement of responsibility relating to the edition. – Material (or type of publication) specific details. – First place of publication, etc. : first publisher, etc., date of publication, etc. – Extent of item : other physical details ; dimensions. – (Title proper of series / statement of responsibility relating to series, ISSN of series ; numbering within the series. Title of sub series, ISSN of sub series ; numbering within sub series) . – Note(s). – Standard number.

##### Third Level:

All the elements set out in the rules those are applicable to the item being described.

#### b) Rule for Titles

- i) **Title proper:** The rule directs to transcribe the title proper from the chief source of information exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalisation. Separate guidelines for capitalisation as enlisted need to be implemented. For example,

Five laws of library science / S R Ranganathan

An alternative title is part of the title proper. In the entry, the title proper is written first, followed by the word 'or' and then the alternative title will follow. The word 'or' is preceded and succeeded by commas. For example,

Hermes, or, The future of the chemistry

A good number of rules relating to transcribing title proper are stated which are considered very useful in bibliographic description.

- ii) **Parallel title:** Generally a parallel title is the title proper in another language and/or script recorded in the title and statement of responsibility area. A parallel title collected from the chief source of information is to be transcribed immediately after the title proper and to be preceded by an equal ( = ) sign as shown in the second level of description.
- iii) **Other title information:** Other title information implies subtitle or explanatory title. The other title information is to be transcribed after the title proper or the parallel title, if any being preceded by a colon ( : ). For example,

Intranets and push technology : creating an information-sharing environment

#### c) Rules for Statements of Responsibility

Many rules regarding the statements of responsibility is discussed in detail with different possibilities. The chief source of information is title page, but if it is collected from the source other than the chief source of information then it is to be enclosed within square brackets. The statements of responsibility are to be transcribed in the same form and sequence as they appear immediately after the title proper and/or the parallel title and other title information, if any, preceded by space-forward slash-space ( / ). For more than three persons or corporate bodies, the first one is taken followed by an omission mark (...) and the term 'et al' within square brackets i.e., ...[et al]. Each subsequent statement of responsibility will be separated by a space-semicolon-space ( ; ). All statement related to the position, degrees or religious titles are to be omitted except the titles of nobility.

*Example:*

Prolegomena to library classification / by S R Ranganathan ; assisted by M A Gopinath

#### d) Rule for Edition Statements

The edition area consists of edition statement, statement relating to named revision of an edition, statement of responsibility relating to edition and the subsequent edition statement. This area is preceded by a full stop-space-dash-space ( . – ). An edition statement as found in the chief source of information is transcribed with standard abbreviations and numerals prescribed in the appendices of AACR. The statement relating to named revision of an edition, if any, is preceded by a comma and the statement of responsibility relating to edition is preceded by a space-forward slash-space ( / ) while each subsequent edition statement is preceded by a space-semicolon-space ( ; ).

*Example:*

Colon classification / by S R Ranganathan. – 7th ed. / revised and edited by M A Gopinath

#### e) Rule for Material (or type of publication) Specific Details

The Material (or type of publication) specific details area is preceded by a full stop-space-dash-space ( . – ). This area is used in the description of cartographic materials (Chapter 3), music (Chapter 5), electronic resources (Chapter 9), continuing resources (Chapter 12) and, in some circumstances, microforms (Chapter 11) as prescribed in the AACR2 2002. The contents of this area are different for different types of items, so the AACR2 2002 must be referred to for the respective contents and internal prescribed punctuation.

**f) Rule for Publication Distribution**

This area mainly consists of the place of publication, distribution; name of publisher, distributors; date of publication, distribution, etc. and the details of manufacturer (place, name, date). Previously this area used to be known as imprint. Like other areas this area is also preceded by a full stop-space-dash-space (. – ). The place of publication is to be transcribed in the form and grammatical case in which it appears in the chief source of information including the name of country, state or province if it is considered necessary for identification, after the name of place separated by a comma. If the work is published from more than one place or if the chief source of information indicates that the work is published by more than one publisher, the first place and the first publisher name are to be transcribed. The publisher name is to be written in the shortest form in which it can be identified internationally, following the place(s) name to which it relates to separated by a space-colon-space ( : ). After the publisher name, the date of publication, which is generally the year in which the work is published, is recorded in Arabic numerals being preceded by a comma. The copyright mark © is to be preceded for the copyright year. For example,

Colon classification / by S R Ranganathan. – 7th ed. / revised and edited by M A Gopinath. – Bangalore : Sarada Ranganathan Endowment for Library Science : UBS Publishers' Distributors [distributor], 1987.

**g) Rule for Physical Description**

Earlier the term collation is used to denote the physical description area. As a general practice, the physical description area is started with a new paragraph from the second indentation of the card. If this area is not started with the new paragraph, then it will be preceded by a full stop-space-dash-space (. – ). This area consists of the number of pages of a single volume work, or the number of volumes and pages, information about the illustration, size, accompanying materials if any, and series note in that order. At first the total pagination of the item is recorded including preliminary numbered/unnumbered pages, if any, separated by commas. In case of a work without numbered pages, pages are counted and placed within square brackets. If the work is multi-volume one, the volume number is recorded first. Information about the illustration like charts, forms, genealogical tables, maps, music or portraits are recorded with the abbreviations 'ill.' preceded by a colon ( : ) and each particular kind of illustration, if any, separated by a semicolon ( ; ). The size (dimension) of the work is recorded in whole centimeter and preceded by a semicolon ( ; ). For example,

[10], 332p. : ill. ; maps ; 31 cm.

**h) Rule for Series**

The series statement is recorded within the parentheses '( )' immediately after the physical description, preceded by a full stop-space-dash-space (. – ). The series statement consists of title proper of the series, statement of responsibility relating to the series, numbering of the series, sub series and more than one series statement and more than one series number. The statement of responsibility relating to the series is preceded by a space-forward slash-space ( / ) and its numbering is preceded by semicolon. In case of the work belongs to the more than one series, the series should be recorded in the specific to general sequence within their own set of parentheses. For example,

. – ( Ranganathan Series in library science; 20)

**i) Rule for Notes**

Each note may be preceded by a full stop-space-dash-space (. – ) or started with new paragraph separately. Notes are given when it is found needed to

explain or supplement information which cannot be included in the other areas. The sequence of information in the note section will be same as that of different areas of description. For example,

For Graduate students only

Library has

Library lacks, etc.

#### j) Rule for Standard Numbers

The standard number section must be preceded by a full stop-space-dash-space (. – ) or started with new paragraph. After the standard number a brief qualification is to be recorded when the work bears more than one standard number. For example,

ISBN 81-85273-16-2

Few rules related to bibliographic description are discussed and the following are the rules related to the entry and heading.

#### k) Choice of Access Point

There are rules for determining the choice of access points (headings) under which a bibliographic description is entered. During Panizzi's time, he declared the author entry as main entry. But Cutter formulated the definition of 'Main Entry' for the first time. "Main entry, the full or principal entry; usually is the author entry. In full it consists of the author's name, the title, and the imprint. In a printed catalogue, it is distinguished from the added entries by having the full contents, which may be abridged or omitted in the subject entry, and all the bibliographical notes, most of which are left out in the added entry. In a printed card catalogue the entries are of course all alike. Main entry in that case means the one on which is given, often on the back of the card, but some times by checks on the face, a list of all the other entries of the book (author, title, subject, reference, and analytical)." But in future definitions the concept like 'it is usually the author entry' is dropped considering the fact that the mainness of the entry has always been recognised on the basis of the fullness of the entry. Actually, the need for fullness of an entry flows from the consideration of the majority approach.

With the introduction of computerised system, the concept of equal value access point is now considered to be more useful approach than that of main entry. However, the choice of a main heading remains important in manual systems and in single-entry listings (i.e., bibliography). Of all possible access points, one is considered as main entry heading under which one main entry is prepared for each library material and this is supplemented by added entries with other access points as added entry headings. The use of alternative heading entries (i.e., sets of equal entries for each item described) is not embodied in the rules. However, it is recognised that many libraries do not distinguish between the main entry and other entries. It is suggested in AACR2 2002 that such libraries should use 'Continuing Resources' as guidance in determining the entries required in particular instances. Further it is suggested to all libraries to distinguish the main entry from others when (i) making a single entry listing or (ii) making a single citation for a work (as required for entries for related works and for some subject entries). In addition the concept of main entry is considered to be useful in assigning uniform titles and in prompting the standardisation of bibliographic citation.

In cases of works of personal authorship/corporate body, it is recommended that the work may be entered under the heading for the principal personal author (mostly name appeared first) or under the heading of the appropriate corporate

body. If both of them are either unknown or untraceable or produced under editorial direction, the work may be entered under title proper or uniform title. Various cases, viz., changes in title proper, changes of persons/bodies responsible for a work of monographs, serials, etc. are considered and proper rules are framed for determining the choice of access points under which the bibliographical description of such library materials may be entered in the catalogue.

### Self Check Exercise

9) What is the common structure in second level of description?

**Note:** i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of the Unit.

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## 7.5 BIBLIOGRAPHIC DESCRIPTION FOR NON-PRINT MATERIALS

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The non-book materials (NBM) have special features which are different from books. Many non-book materials are machine dependent meaning thereby for consultation of the material or identification of sources of information for the description, equipments are required. The description of such non-book materials requires full description of media, creators and other elements. In contrast, for books many of the information can be had by directly browsing the books on the shelves. The non-book materials are available in varieties of formats and media, such as:

Medium	Format
Films	Filmstrip
Magnetic Tapes	Slides
Electronic Media	Cine films
Microforms	Microcards
Sound Tapes	Microfiches
Videos	Micro opaque
Plastic Materials	Microfilms
Cartographic Materials	Videocassettes
	Videotapes
	Audiocassettes
	Audiotapes
	Paintings
	Charts
	Records

The bibliographic description of NBM are similar to books and other materials. The main structure of an entry comprises of heading and body of the entry (description). The major area which creates problem in identification of different elements of description of NBM are author, title, physical description and subject.



The sources of information for these elements are the material itself, accompanying text and other sources such as informal guides. An example of bibliographic description for a non-book material is given below. Bibliographic description for electronic resources has been discussed in the following Section.

**Table 7.1: AACR2: General Rules for the Description of Library Materials, together with a Worked-out Example**

1.1	Title and statement of responsibility area	
	B. Title Proper	The librarian
	C. General material designation	(graphic)
	E. Other title information	Personality plus
	F. Statement of responsibility	compile by Jack Lurcher Photograph by Susan Shera
1.2	Edition area	
	B. Edition statement	2 <sup>nd</sup> Ed.
1.3	Material (or type of application) specific area. No general use of this areas is envisaged for NBM. However, if an item is being described whose contents fall within the scope of cartographic materials, serials, publications, music, computer files then see Chapters 3, 5, 9, 11 & 12 and in some circumstances, microfilms.	
1.4	Publication, distribution, etc. area	
	C. Place of publication, distribution	Newcastle Luton
	D. Name of publisher, distributors	Rectory Publications Bishopscotes
	E. Statement of function of publisher, distributor, etc.	[production company] [distributor]
	F. Date of publication, distribution, etc.	1988
	G. Place of manufacture, name of manufacturer, date of manufacture, etc.	
1.5	Physical description area	
	B. Extent of item (including specific material designation)	36 slides
	C. Other physical details	Col
	D. Dimensions	
	E. Accompanying material	+ 1 booklet (18p; 16 cm)
1.6	Series area	
	B. Title proper of series	(Media and the librarian
	G. Numbering within series	5)
1.7	Note area	
	B. Notes	Also available in filmstrip version. Illustrates the vital role of librarian in encouraging use of NBM.
1.8	Standard number and terms of availability area	
	B. Standard number	0-85365-509X
	D. Terms of availability	£35.00

## 7.6 GUIDELINES FOR BIBLIOGRAPHIC DESCRIPTION OF ELECTRONIC RESOURCES

The first edition of *International Standard Bibliographic Description for Non-Book Materials (ISBD(NBM))* was produced and published in 1977. This ISBD(NBM) contained provisions covering machine-readable data files. The ISBD Review Committee, formed by IFLA in 1981, decided to give special consideration to cope with the rapidly increasing need for a separate ISBD for computer files. As a result, the ISBD(CF) was published. Electronic resources are products of a volatile technology that continues to generate changes at a very rapid pace. Specific among recent advances are the following: emergence of interactive multimedia; development of optical technology; availability of remote electronic resources on the Internet and World Wide Web; and reproductions of electronic resources. In addition, many improvements are realised, including recognition of the need for a new term 'electronic resource' which is judged

more appropriate than the term ‘computer file’ used previously. Hence, the ISBD(ER) is originated during 1999-2000.

### 7.6.1 ISBD(ER)

The *International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]* is one of several published ISBDs to specify the requirements for the description and identification of such items, to assign an order to the elements of the description, and to specify further a system of punctuation for the description. Electronic resources consist of materials that are computer-controlled, including materials that require the use of a peripheral (e.g., a CD-ROM/ DVD player) attached to a computer; the items may or may not be used in the interactive mode. Included are two types of resources: data (information in the form of numbers, letters, graphics, images, and sound, or a combination thereof) and programs (instructions or routines for performing certain tasks including the processing of data). In addition, they may be combined to include electronic data and programs (e.g., online services, interactive multimedia). For cataloguing purposes, electronic resources are treated in the ISBD(ER) in two ways depending on whether access is local or remote. Local access is understood to mean that a physical carrier can be described. Such a carrier (e.g., disk/disc, cassette, cartridge, etc.) must be inserted by the user into a computer or into a peripheral attached to a computer - typically a microcomputer. Some other devices, like, Personal Digital Assistant (PDA), VCD/DVD player along with television set, e-Book Reader, etc. can also provide access to electronic information resources. Remote access is understood to mean that no physical carrier can be handled by the user - typically, access can only be provided by use of an input-output device (e.g., a terminal) either connected to a computer system (e.g., a resource in a network) or by use of resources stored in a hard disk or other storage device. However, in cases where electronic resources combine the characteristics described in other ISBDs (e.g., an electronic serial, digitised map, etc.), it is recommended that the bibliographic agency first make full use of the stipulations in the ISBD(ER) and apply provisions of other ISBDs as appropriate, if necessary.

#### 7.6.1.1 Prescribed Sources of Information

The bibliographic description for Electronic Resources is completed in eight areas. Information is collected from chief source of information which are prescribed as below.

Area	Prescribed sources of information
1. Title and statement of responsibility	Internal sources; labels on the physical carrier; documentation, containers, or other accompanying material
2. Edition	Internal sources; labels on the physical carrier; documentation, containers, or other accompanying material
3. Type and extent of resource	Any source
4. Publication, distribution, etc.	Internal sources; labels on the physical carrier; documentation, containers, or other accompanying material
5. Physical description	Any source
6. Series	Internal sources; labels on the physical carrier; documentation, containers, or other accompanying material
7. Note	Any source
8. Standard number (or alternative) and terms of availability	Any source

Information taken from outside the prescribed source(s) is to be enclosed in square brackets.

## 7.6.1.2 Outline of the ISBD(ER)

The outline as suggested in ISBD(ER) includes the name of areas, sub areas and their respective punctuation marks.

**Note:** Each area, other than the first, is preceded by a dot, space, dash, space (. – ).

Table 7.2: ISBD (ER) with Worked-out Example

Name of Area and Data Element	Prescribed Element preceding (or enclosing) punctuation for elements	Example of Data Element (In a multi data element example, specific element is marked bold)
1. Title and statement of responsibility area		
1.1 Title proper		<b>Welcome to CERN</b> [Electronic resource]
1.2 General material designation (optional)	[ ]	Welcome to CERN [ <b>Electronic resource</b> ]
1.3 Parallel title*	=	History of the French language [Electronic resource] = <b>Histoire de la langue française</b>
1.4 Other title information*	:	Black holes [Electronic resource] : <b>Sidney Owen's space games</b>
1.5 Statements of responsibility		
First statement	/	Amazing universe CD-ROM
Subsequent statement*	;	[Electronic resource] / <b>produced by Hopkins Technology; developed by ABC News Interactive</b>
2. Edition area		
2.1 Edition statement*		Cyber Office for administrative personnel [Electronic resource]. – <b>Windows 95 ed.</b>
2.2 Parallel edition statement (optional)	=	Students' ed. = <b>Ed. pour les étudiants</b>
2.3 Statements of responsibility relating to the edition		Findit [Electronic resource]/ Lester Agerra. - Rev. version 3.3/ <b>programmer, Kate Maggor</b>
First statement	/	
Subsequent statement*	;	
2.4 Additional edition statement*	,	Student version, <b>reissued</b>
2.5 Statements of responsibility following an additional edition statement		Version 2.4, corr./ <b>with diagrams by Harry Weeks</b>
First statement	/	
Subsequent statement*	;	
3. Type and extent of resource		
3.1 Designation of resource		<b>Electronic interactive multimedia</b>
3.2 Extent of resource (optional)	( )	Electronic text data ( <b>5 files</b> ) and retrieval program ( <b>1 file</b> )
4. Publication, distribution, etc.		
4.1 Place of publication, production and/or distribution, etc.		<b>Washington (D.C.)</b> : U.S. Bureau of the Census
First place		
Subsequent place*	;	
4.2 Name of publisher, producer and/or distributor, etc.*	:	London : <b>BPI Systems</b>
4.3 Statement of function of distributor (optional)*	[ ]	Arlington (Va.) : Trans Video; New London (CT) : <b>distributed by Triangle Digital Inc.</b>
4.4 Date of publication, production and/or distribution, etc.	,	St. Paul (Minn.) : Quanta Press, <b>1995</b>
4.5 Place of manufacturer (optional)	(	[S.l. : s.n.], 1996 ( <b>Seattle</b> : Landmark Data Systems)
4.6 Name of manufacturer (optional)*	:	[S.l. : s.n.], 1996 (Seattle: <b>Landmark Data Systems</b> )
4.7 Date of manufacture (optional)	),	, [generated] <b>1996</b>

5. Physical description area		
5.1 Specific material designation and extent of item		<b>3 electronic disks</b> : sd., col.; 9 cm
5.2 Other physical details	:	1 electronic optical disc (CD-I) : <b>sd., col.</b>
5.3 Dimensions	;	1 electronic optical disc; <b>12 cm</b>
5.4 Accompanying material statement (optional)*	+	2 electronic disks; 9 cm + <b>user manual (110 p.; 23 cm)</b>
6. Series area		
6.1 Title proper of series or sub-series	( )	<b>(Super graphics. Series I; 2)</b> <i>Note: A series statement is enclosed by parentheses</i>
6.2 Parallel title of series or sub-series*	=	(Travaux de recherche en science sociale = <b>Research monographs in the social sciences</b> ) <i>When there are two or more series statements, each is enclosed by parentheses</i>
6.3 Other title information (optional)*	:	(Introduction to technology : <b>medieval to modern times</b> ) (Collected software/ <b>American University, English Language Institute</b> )
6.4 Statements of responsibility relating to the series or sub-series		
First statement	/	
Subsequent statement	;	
6.5 International Standard Serial Number of series or sub-series	;	(Elsevier's interactive anatomy, <b>ISSN 0929-2225</b> )
6.6 Numbering within series or sub-series	;	(Computer simulation games; <b>module 5</b> )
7. Notes area		Contents: CD-ROM data (1:29) – The young person's guide to the orchestra (16:27) – Extra audio examples (55:43)
8. Standard number (or alternative) and terms of availability area		
8.1 Standard number (or alternative)		ISBN 0-7216-1213-X
8.2 Key title (associated with ISSN)	=	ISBN 0-7216-1213-X = ISSN 1234-5678
8.3 Terms of availability and/or price	;	ISBN 0-7216-1213-X; <b>Rs. 200.00</b> (optional) ( <b>Rs. 100.00 for colleges and universities</b> )

**Note:** Elements proceeded by an asterisk (\*) can be repeated when necessary.

We have given examples in the previous Table, related to various discrete data elements of ISBD (ER). In the examples given below, you can get the complete picture of display of electronic resources as per ISBD (ER).

#### Example 1

Electronic Beowulf [Electronic resource]. – Electronic interactive multimedia – [Great Britain?] : Electronic Beowulf Project, cop. 1995.  
Mode of access: World Wide Web. URL: <http://portico.bl.uk/access/electronic-beowulf.html>.  
Title from title screen.  
Digitised images developed by the British Library with Kevin Kiernan and Paul Szarmach.  
Summary: Introduction to the Electronic Beowulf Project including images of the manuscript.

#### Example 2

Callaloo [Electronic resource]. – Electronic journal. – Baltimore (MD) : Johns Hopkins University Press, cop. 1995–  
Quarterly.  
18.1 (winter 1995)–  
Mode of access: Internet via World Wide Web. URL: <http://muse.jhu.edu/journals/callaloo/>.  
Title from title screen.  
Also available in a print ed.

**Self Check Exercise**

10) What are the prescribed sources of information for electronic resource?

**Note:** i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of the Unit.

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## **7.7 GUIDELINES FOR BIBLIOGRAPHIC DESCRIPTION OF INTERNET RESOURCES**

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A manual with the guidelines has been developed to assist OCLC users and others who are preparing bibliographic descriptions of resources available through the Internet. This manual is based on the *AACR2, 1988* and the *Amendments 1993*, as well as the *International Standard Bibliographic Description for Electronic Resources (ISBD(ER))*. It provides a convenient single source of information by combining a discussion of cataloguing rules, appropriate MARC fields, and illustrative examples. This manual is intended to be used as a cataloguing aid, and it does not supersede any existing authoritative documentation. "For cataloguing purpose, electronic resources may be treated in one of two ways depending on whether access is direct (local) or remote (networked). Direct access is understood to mean that a physical carrier can be described. Such a carrier (e.g., disc/disk, cassette, cartridge, etc.) must be inserted into a computerized device or into a peripheral attached to a computerised device. Remote access is understood to mean that no physical carrier can be handled. Remote access can only be provided by use of an input/ output device either connected to a computer system or by use of resources stored in a hard disk or other storage device". So the special provisions of *AACR2, 2002* for files available by remote access are applicable to Internet resources. They include the use of Area 3 for file description, the absence of physical description, and a note stating the 'mode of access' to the file.

**Self Check Exercise**

11) What do you mean by direct and remote access?

**Note:** i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of the Unit.

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## **7.8 RULES FOR DESCRIPTION OF ELECTRONIC RESOURCES IN AACR2 REVISION 2002**

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AACR2 Revision 2002 suggests collecting information from the chief source of information for bibliographical description. The chief source of information for



electronic resource is the resource itself. Formally presented evidence, title screen, main menus, program statement, home page, labels of physical carrier, any documentation (either online or print out) or otherwise processed information for use may be consulted to fulfill the requirements. Source of information has been prescribed for different areas to ease the process of searching.

Rules for describing the electronic resources are refinements of the general rules as discussed earlier. So many cases like levels of details, punctuations of elements, etc. are treated on the same line.

#### a) Rule for Titles

In addition to the general rules relating to title proper for bibliographic description, it is suggested that not to record a file name or data set name as the title proper unless it is the only name given in the chief source. But the source of title proper, file name or data set name is to be added in the note section. Rules for parallel title and other title information are unchanged i.e., (=) and (:) will be used to add parallel title and subtitle respectively. For example,

Wordstar

SOUL : Software for university libraries.

Vufile : an information retrieval system for use with files, lists, and databases of all kinds.

#### b) Rule for Statements of Responsibility

Rules regarding the statements of responsibility for an electronic resource are also same as the general rules including punctuation and word phrase to clear the relationship between the title and the person or body. For example

SOUL : Software for university libraries [GMD] / developed by  
Information and Library Network Center

#### c) Rule for Edition Statements

Mostly for electronic resources like programs, software, etc., the terms version, release, update, issue, level is used in place of edition. Word phrase and abbreviations are used accordingly but rule for transcribing the edition statement are same as general rules.

Version 1.1

Level 3.4

3rd update

IDA: a retrospective conversion software / by DRTC and NISSAT. – Version 1.0 / programmed by A. R. D. Prasad

#### d) Rule for Type and Extent of Resource Area

The area is preceded by a full stop-space-dash-space ( . – ). This area is used in the description of electronic resources as prescribed in the AACR2 2002. Each statement of extent (e.g., number of files) is enclosed within parentheses. The statement of the number of records or size of files, etc. are preceded by a colon if that follows the statement of number of files. For Example,

Electronic data (1 file : 20 records)

Electronic program (2 files : 4300, 1250 bytes)

#### e) Rule for Publication Distribution

This area mainly consists of the place of publication, distribution; name of publisher, distributors; date of publication, distribution, etc. and the details of manufacturer (place, name, date) of the electronic resource. Punctuations for elements and other rules of recording information are same as general rules. For example,

#### f) Rule for Physical Description

This area includes the description of the physical carrier of electronic resources. If the resource is available only by remote access, the physical description is to be omitted. The number of physical units of the carrier is to be recorded with other physical details (e.g., *sd* for sound, *col* for color, etc.) preceded by colon. As far as dimension is concerned, diameter for discs, length of the side to be inserted for cartridges, length and height for cassettes and so on is to be recorded. The accompanying materials are to be stated with plus sign. For example,

1 computer disk : sd., col. ; 3½ in

1 computer cartridge ; 3½ in

1 computer disk : sd., col. ; 3½ in + 1 user's guide (52p : ill. ; 20 cm.)

#### g) Rule for Series

The series statement for electronic resource is recorded following the same rule as discussed under general rules. For example,

. – ( Practicorp no-nonsense software)

#### h) Rule for Notes

Note area is very important for description of an electronic resource. Notes in respect of other areas may be found needed to explain or supplement information. The sequence of information in the note section will be same as different areas of description. Nature and scope, system requirements and mode of access (if available only by remote access) to the resource may be recorded unless it is apparent from the rest of the description.

Game

System requirements: Pentium, CD-ROM writer, Windows 95

Mode of access: INFLIBNET

Relating to language and script, the note may be recorded as

Screen text in English and French

Relating to title proper, variation in title and parallel titles, etc. notes are give as

Title from title screen

Title on manual : Compu-math decimals

Subtitle on container : Life & work of explorer Thor Heyerdahl

If any important information could not be included in the statement of responsibility area, these may be recorded in the note section. For example,

Web site hosted by the Faculty of Library and Information Science,  
Indira Gandhi National Open University.

Similarly, notes relating to edition, type and extent of resource, publication and distribution, physical description, accompanying material, series, audience and other formats are to be given whenever it is considered necessary and not mentioned in the respective sections in any way. Few examples

Updated version of 1982 program

File size : 520, 300 records

Developed and distributed by the UNESCO

Not copy-protected

Accompanying by a series of 5 programs  
Originally issued in series : European Community study series  
For use by qualified medical practitioner only  
Database also on CD-ROM

i) **Rule for Standard Numbers**

The standard number section, supplementary items, etc. are to be recorded as discussed under general rules. For example,

ISBN 81-85273-16-2

Free to universities, colleges and other non-profit making organisations

**Self Check Exercise**

12) What is the rule for type and extent of resource area?

**Note:** i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of the Unit.

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## 7.9 SUMMARY

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Sir Anthony Panizzi have brought the concept of today's bibliographic description into the picture through his 'Rules for Compilation of the Catalogue' advocating to bring together all manifestations. But Cutter's rules set out the first principles of cataloguing, and included a statement of the objectives of the catalogue. In 1904 the fourth edition of Cutter's rules was published. The first international cataloguing code was published in 1908 in an American edition and a British edition. Thus, as far as cataloguing rules for the entire bibliographic record are concerned, the chances to arrive at a unified internationally accepted set of rules are seen starting from Panizzi. Different national traditions and requirements do not appear to make such an approach possible. On the other hand, the unifying influence of the Paris principles should be acknowledged, especially in the area of choice and form of headings. Nevertheless, the creation of headings remains subject to much diversity. National and individual system's traditions may prove to be strong barriers to further progress. The positive factors to be indicated here are the rules and guidelines developed or being prepared by IFLA for the choice and form of personal and corporate names as headings.

Following the differentiation in British and North American Texts, a need for standardisation of the form and content of bibliographic description was felt world over. At the International Meeting of Cataloguing Experts in Copenhagen in 1969, a program of International Standard Bibliographic Description (ISBD) was developed. The objective was to identify components in a bibliographic description, their preferred order, and the necessary punctuation. Some suggestions are made as guidelines may be considered by the user of ISBDs – the ISBDs provide stipulations to cover the maximum amount of descriptive information required in a range of different bibliographic activities, and therefore include elements which are essential to one or more of those activities but not necessarily

to all. The national bibliographic agencies of different countries should take up the responsibility of creating the bibliographic record for each library material issued in that country, should prepare the bibliographic description containing all the mandatory elements as suggested in the relevant ISBD.

The area where standardisation has made the biggest progress is that of bibliographic description proper, especially with the introduction of ISBDs seem to be popular with many national and other libraries, they have much less so with other information services, particularly A&I Services.

Electronic resources are also increasingly produced. The ISBD(ER) is developed to meet with the current needs of national bibliographic agencies, libraries and resource centres. But, since the resources described in ISBD(ER) are basically products of volatile technologies, the specific stipulations of this ISBD, particularly in area 3 (Type and extent of resource) and area 5 (Physical description) are amended as appropriate to handle properly the addition(s) of resource characteristics or newly developing forms of material.

In the case of remote access resources (e.g., online services) which are frequently updated, it is recommended that the bibliographic agency omit the edition statement in area 2 and give an appropriate note(s) in area 7.

Recently the web has emerged in library and information system. Many communities such as libraries, employees, publishers, businesses, museums, news agencies and other entities are publishing their content without much thought given toward inventory control, especially by single individuals. Due to the explosion of digital versions of materials, during the last third of the 20th century, 'content' versus 'carrier' problems became significant. However, its solution is also significantly important. "When an item is available in different types and/or sizes of physical carriers, or in a different output medium or display format, either of two methods of description may be followed: (1) Each different physical carrier may be described in the same bibliographic record, with each carrier occupying a separate line or else grouped in a single continuous line in the description; or (2) Each different physical carrier may be described in separate bibliographic records. However, in the case of an interactive multimedia item which is in two or more different physical carriers, each carrier is described following first method in which each carrier occupies a separate line of description in the same bibliographic record.

At fine it is felt that dedicated, technologically-savvy, and highly skilled librarians and information professionals, with the ability to experiment with the existing and new rules are required for the organisation of information in order to cope with new developments and to design a new code in future.

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## **7.10 ANSWERS TO SELF CHECK EXERCISES**

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- 1) The five laws of information science justifies cataloguing as it helps in promotion of the use of information (Law 1) by helping every information-user to find his/her information (Law 2) by finding information-users for every piece of information (Law 3) by providing easy and instant access to save the time of the information-user (Law 4) and by overcoming all the barriers mostly created by the continuous growth of the universe of information (Law 5).
- 2) In 1876, Charles Ammi Cutter published 'Rules for a Dictionary Catalog', possibly the most comprehensive set of rules produced by any individual for the first time. Cutter's rules set out the first principles of cataloguing, and

included a statement of the objectives of the catalogue. The code covered rules for dictionary catalogues including both entry (for authors, titles, subjects, and form headings), and description.

- 3) The twelve principles are accepted. The subject matters of these principles are: (1) the choice and form of headings; (2) functions of the catalogue; (3) structure of the catalogue; (4) kinds of entry; (5) use of multiple entries; (6) function of different kinds of entry; (7) choice of uniform heading; (8) single personal author; (9) entry under corporate bodies; (10) multiple authorship; (11) works entered under title; (12) entry word for personal names.

- 4) Both the British and North American texts of AACR contained three parts:

Part I: Entry and Heading – Based on the Paris Principles

Part II: Description – Consisted of revised rules.

Part III: Non-book materials – Contained rules for both entry and description of non-book materials.

- 5) International Standard Bibliographic Description (ISBD) are:

ISBD(G) – General

ISBD(CM) – Cartographic Materials

ISBD(CR) – Continuing Resources (old name ISBD(S) - Serials)

ISBD(ER) – Electronic Resources (old name ISBD(CF)-Computer files)

ISBD(M) – Monographs

ISBD(NBM) – Non-book Materials.

- 6) The main objectives of ISBDs are : (i) making records interchangeable - this means records produced in one country can be easily accepted in library catalogues or other bibliographic lists in any other country; (ii) interpretation of records – this means records produced for users of one language can be interpreted by users of other languages so that overcoming is language barriers is overcome; and (iii) conversion of bibliographic records – this means conversion to machine-readable form be easier.

- 7) The ‘Anglo-American Cataloguing Rules, Second edition’ (AACR2) was published in one version in 1978 under the editorship of Michael Gorman of the British Library, and Paul W. Winkler of the Library of Congress.

- 8) AACR2, 1978 was divided into two parts:

Part I Description

- Based on the ISBD(G) framework.
- Included a general chapter (chapter 1), and chapters for individual formats, including new chapters for machine-readable data files (chapter 9) and three-dimensional artifacts (chapter 10).
- The rules for non-book materials were based on alternative codes that were published in the 1970s.

Part II, Entry and Heading

- Rules were brought more closely into line with the Paris Principles.

- 9) The bibliographic description is divided into eight areas viz. (1) Title and statement of responsibility, (2) Edition, (3) Material (or type of publication) specific details, (4) Publication distribution, etc., (5) Physical description, (6) Series, (7) Note, (8) Standard number and terms of availability. Second Level of description is as:



Title proper [general material designation] = parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. – Edition statement / first statement of responsibility relating to the edition. – Material (or type of publication) specific details. – First place of publication, etc. : first publisher, etc., date of publication, etc. – Extent of item : other physical details ; dimensions. – (Title proper of series / statement of responsibility relating to series, ISSN of series ; numbering within the series. Title of sub series, ISSN of sub series ; numbering within sub series) . – Note(s). – Standard number.

10) The prescribed source of information for different areas are as follows:

Area	Prescribed sources of information
1. Title and statement of responsibility	Internal sources; labels on the physical carrier; documentation, containers, or other accompanying material
2. Edition	Internal sources; labels on the physical carrier; documentation, containers, or other accompanying material
3. Type and extent of resource	Any source
4. Publication, distribution, etc.	Internal sources; labels on the physical carrier; documentation, containers, or other accompanying material
5. Physical description	Any source
6. Series	Internal sources; labels on the physical carrier; documentation, containers, or other accompanying material
7. Note	Any source
8. Standard number (or alternative) and terms of availability	Any source

11) For cataloguing purpose, electronic resources may be treated in one of two ways depending on whether access is direct (local) or remote (networked). Direct access is understood to mean that a physical carrier can be described. Such a carrier (e.g., disc/disk, cassette, cartridge, etc.) must be inserted into a computerised device or into a peripheral attached to a computerised device. Remote access (online) is understood to mean that no physical carrier can be handled. Remote access can only be provided by use of an input/ output device either connected to a computer system or by use of resources stored in a hard disk or other storage device that are connected over a network.

12) For Electronic Resources, the area of type and extent of resource is preceded by a full stop-space-dash-space (. – ). This area is used in the description of electronic resources as prescribed in the AACR2 2002. Each statement of extent (e.g., number of files) is enclosed within parentheses. The statement of the number of records or size of files, etc. are preceded by a colon if that follows the statement of number of files. For Example,

Electronic data (1 file : 20 records)

Electronic program (2 files : 4300, 1250 bytes)

## 7.11 KEYWORDS

**Access Point** : A name, term, code or other indexed characteristic of an authority or bibliographic record that helps make the record searchable and identifiable. For example, titles, names, and subjects are access points.

<b>Antiquarian Book</b>	: An old and ‘rare’ book, preferably 100 years old or more, similar to an antique. With common usage the term has come to mean any book that is out-of-print, old, rare, scarce - virtually any book that is not a new or in-print book.
<b>Author</b>	: The person, persons, or corporate body responsible for the artistic or intellectual content of a work. Usually distinguished from an editor, translator, compiler, although these may be regarded as authors for purposes of cataloguing.
<b>Authority Record</b>	: A collection of information about one name, uniform title, or topical term heading. An authority record can contain the established form of heading, see from references, see also from references, and notes.
<b>Bibliographic Record</b>	: Details about a item that are sufficient to identify it for the purpose of retrieval are placed in a specific format that describes one item in a collection. May include author, title, publisher, publication location, edition, series titles, and notes.
<b>Catalogue Code</b>	: A set of rules for guidance of cataloguers in preparing entries for catalogues so as to ensure uniformity in treatment. Such codes may include rules for subject cataloguing and for filing and arranging entries.
<b>Document Type</b>	: Term that identifies the format, genre, or medium used to produce or classify a document. Valid values will vary by database. Use the advanced or expert search screens to select a valid document type from the drop-down menu.
<b>International Standard Book Number (ISBN)</b>	: A unique identification number assigned to a work by its publisher. Each ISBN has ten characters. The tenth character is a check character that may be a number or the letter X. In printed form, the ISBN has three hyphens. Hyphens are omitted in online records.
<b>International Standard Serial Number (ISSN)</b>	: A unique identification number assigned to a serial through the ISSN Network. Each ISSN has eight characters. The eighth character is a check character that may be a number or the letter X. A hyphen follows the fourth character.
<b>Label</b>	: Any paper, plastic, etc. permanently affixed to a physical carrier or information printed or embossed directly onto the physical carrier by the publisher, creator, etc. of the resource, as opposed to those on the container or to any label added locally.
<b>Liturgical Works</b>	: Fixed form of public worship used in churches.
<b>Main Entry</b>	: The entry determined by AACR2 to be the primary access point for the item.
<b>Prussian Instructions</b>	: The German cataloguing rules of an English translation was published by the University of Michigan Press in 1938.

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## 7.12 REFERENCES AND FURTHER READING

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