

**Interdisciplinary Course (IDC) – 101 (FYUG 1<sup>st</sup> Sem.)****Library & Information Science (LIS)****UNIT 3: KNOWLEDGE ORGANISATION – II: LIBRARY CATALOGUING****3.1 Library Cataloguing**

Library cataloguing is a specialized branch of cataloguing that focuses on the organization and description of materials found in libraries. It involves creating records for books, periodicals, audio-visual media, digital resources, and other materials in a library's collection. The primary goal of library cataloguing is to facilitate the efficient discovery, retrieval, and use of these resources by library users.

The most widely used standard for library cataloguing is the Anglo-American Cataloguing Rules (AACR). This standard provides rules and guidelines for recording information such as the title, author, publisher, publication date, subject headings, and the physical description of the item.

**Needs and Purposes of Cataloguing**

Library cataloguing serves several key needs and purposes as mentioned below:

**1) Collection Management**

- Cataloguing helps libraries manage their collections effectively.
- It tracks and monitors the library's holdings.
- Assists in assessing availability, location, and condition of materials.
- Identifies gaps and duplications in the collection.

**2) Access and Retrieval**

- Enables efficient access and retrieval of materials.
- Allows users to search for resources based on criteria like title, author, subject, or keyword.

**3) Resource Discovery**

- Supports resource discovery by helping users find relevant materials.
- Allows users to explore related resources, discover new topics, and make discoveries.

**4) Interlibrary Loan and Resource Sharing**

- Enables interlibrary loan and resource sharing.
- Facilitates the exchange of catalogue records between libraries.
- Helps users access resources beyond their local collection.

**5) User Services and Reference**

- Supports user services and reference activities.
- Provides librarians with accurate and comprehensive information about resources.
- Facilitates reference interviews and user queries.
- Helps librarians recommend appropriate resources and conduct literature searches.

**6) Preservation and Conservation**

- Plays a role in preservation and conservation.
- Identifies fragile or deteriorating items that need special care.

### 3.2 Physical Forms of Library Catalogues

The physical forms of library catalogues can be broadly classified under two groups: Conventional and Non-conventional/Modern.

#### i) Conventional Forms

- Bound register / Ledger form
- Printed book form
- Sheaf or Loose-leaf form
- Card form

#### ii) Non-Conventional/Modern Forms

- Visible index form
- Microform catalogue
- Computerised / Online catalogue (OPAC, Web OPAC)

#### Card Form

Library catalogue in the card form is by far the most popular physical form. It is widely prevalent in libraries throughout the world including India. The card form of a library catalogue is the most popular type. In this system, each book or item in the library is represented on a single card. For example, **7.6 x 12.7 cm** is the universally adopted size for a catalogue card. These cards are kept in trays or cabinets with holes near the bottom for a locking rod. This keeps the cards secure and prevents unauthorized removal.

#### OPAC

OPAC is an acronym for **Online Public Access Catalogue**. It is an electronic database that replaced the card catalogue. It provides bibliographic information about the books and materials in a library. An OPAC is used by library users to search for materials without a librarian's assistance. It is designed to be searched by title, author, subject, or keyword in an interface that is more user-friendly than the previous card catalogue.

**Web OPAC** stands for Web based Online Public Access Catalogue. It is an enhanced version of OPAC accessible through the internet. It allows users to search and retrieve library materials remotely using a web browser.

The difference between OPAC and Web OPAC is that OPAC helps in linking the library systems available in the local area network while Web-OPAC helps in linking to a wider range with the help of the internet.

### 3.4 Cataloguing Codes / Rules

Cataloguing rules have been defined to allow for consistent cataloguing of various library materials.

- **AACR : Anglo-American Cataloguing Rules** (2nd revised edition, i.e. AACR – II R) is the most widely used standard for library cataloguing. The standard provides rules and guidelines for recording information such as title, author, publisher, publication date, subject headings, and physical description of the item.
- **CCC : Classified Catalogue Code** was published by Dr. S. R. Ranganathan in the year 1934.
- **ISBD: International Standard Bibliographic Description**, a set of rules produced by the *International Federation of Library Associations and Institutions (IFLA)* to describe a wide range of library materials.



- **MARC Machine-Readable Cataloguing** is a format standard for the storage and exchange of bibliographic records and related information in machine.

### 3.3 Kinds of Entries and Approaches of the Users

Cataloguing is the process of preparation of entries for the construction of a catalogue in a library. It means preparing bibliographic records of the documents. A bibliographic record is an entry which contains data elements like call number, name of the author, title, etc. of a book. These records become the entries of a catalogue.

#### Types of Entries according to AACR II

According to AACR 2 (*Anglo-American Cataloguing Rules, 2nd edition*), there are several types of entries that can be included in a catalogue. These types of entries help users access library resources through different access points.

The major types of entries specified by AACR2 are: *Main Entry and Added entries*

#### Main Entry:

It is the basic entry, which provides all the essential information about a document. The main entry provides access to the resource under the name of the person, corporate body, or family primarily responsible for the creation of the work. The main entry is considered the primary access point.

According to the Anglo-American Cataloguing Rules, 2nd edition (AACR2), the following elements are crucial in crafting a main entry:

- Author (Main Entry Heading):** The main entry is typically created under the name of the primary creator of the work. The author's surname is listed first, followed by the first name and any middle names or initials. This allows for consistency and ease of alphabetical sorting within the catalogue.
- Title Statement:** The title of the work is provided next. The title statement often includes the title itself, a subtitle if present, and the name of the author(s) again, but in a different format. The title is a critical part of the main entry as it provides direct information about the content of the work.
- Edition Statement:** The edition of the work, if applicable, is mentioned following the title statement. This indicates whether the work is a first edition, revised edition, etc., and is essential for distinguishing between different versions of the same title.
- Publication Information:** This includes the place of publication, the name of the publisher, and the year of publication. This information helps identify the specific version of the work and provides context regarding its production.
- Physical Description:** The physical description gives details about the format and size of the item, including pagination (number of pages), illustrations (if any), and the size in centimetres. This section is important for users to understand the physical aspects of the item.
- Notes:** Additional notes may be included to provide further relevant information about the work. This can include the presence of bibliographical references, an index, or other special features that are noteworthy for users.
- Standard Number:** The ISBN or other standard number is included at the end of the entry. This unique identifier is crucial for the precise identification and cataloguing of the work, ensuring that different editions and formats can be easily distinguished.

**Added entries:** Added entries, as supplementary entries to the main entry, help the users to find a document under different access points/ approaches. The access points and approaches are the following:

- **Author approach** This approach helps the user to find a document by its author's name
- **Title approach** With this approach the user can locate a document by its title
- **Subject approach** Through this approach documents can be located by the subject
- **Series approach** This approach helps in locating a document according to its series name and number
- **Content approach (analytical)** It helps in finding out a particular part(s) of a document, etc.

**Practical Example of Main Entry as per AACR – II R**

Class No. Book No.	Surname, Forename
Accession no.	Title of book in sentence case / Forename Surname. – edition. – Place: Publisher, Year of publication. Page no.; dimension. ISBN 1. Subject of book

**1. Bibliographic Details of a Single Author Book**

**Title** - Political Science Contemporary World Politics

**Pages** - xi, 250

**Dimension** - 24 cm

**Author** - Narayan Chandra Mazumder

**ISBN** - 978-81-949475-1-6

**Publisher** - Amardeep Publication

**Class No.** - 320

**Place of Publication** - Silchar

**Book No.** - MAZ. (First three letters of surname)

**Year of Publication** - 2011

**Accession No.** - 165

**Main Entry**

320		
MAZ	Maz	umder, N. C.
		Political science contemporary world politics/
	Nar	ayan Chandra Mazumder.-Silchar:Amardeep
165	Pub	lication,2011.
		xi,250p.; 24 cm
		ISBN 978-81-949475-1-6
		1. Political Science.

**Important Questions**

*(Very Short Answer Type – 1 Marks)*

**Q.1. What is the primary purpose of library cataloguing?**

To facilitate the efficient discovery, retrieval, and use of resources by library users

**Q.2. What is the full form of AACR?**

Anglo-American Cataloguing Rules

**Q.3. Name a widely used physical form of a library catalogue.**

Card form

**Q.4. What does a main entry provide in a catalogue according to AACR2?**

Access to the resource under the name of the primary creator

**Q.5. Which form of library catalogue is known for its flexibility in adding or removing entries?**

Sheaf or Loose-leaf form

**Q.6. Which type of entry provides additional ways to access a resource in a library catalogue?**

Added entry

**Q.7. In which century did large libraries like the British Museum Library use the printed book form of catalogues?**

19th century

**Q.8. What is recorded in the Bound Register/ Ledger form of a library catalogue?**

Minimum information about the document such as author, title, edition, accession number, and class number.

**Q.9. What is the main purpose of added entries in a library catalogue?**

To provide additional ways to access a resource beyond the main entry.

**Q.10. What size is universally adopted for a library catalogue card?**

7.6 x 12.7 cm

*(Short Answer Type – 2 Marks)*

**Q.1. What role does cataloguing play in collection management within a library?**

Cataloguing tracks and monitors the library's holdings, assists in assessing availability and location, and identifies gaps and duplications in the collection.

- *Organization:* Systematically arranges materials for easy access.
- *Accessibility:* Enhances searchability for users.
- *Metadata Creation:* Provides essential information about items.
- *Collection Evaluation:* Helps assess strengths and weaknesses of the collection.

**Q.2. Explain the purpose of interlibrary loan and resource sharing as facilitated by library cataloguing.**

It enables the exchange of catalogue records between libraries and helps users access resources beyond their local collection.

- *Access to Wider Resources:* Enables access to materials not available in the home library.



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- **Collaboration:** Fosters partnerships among libraries for resource sharing.
- **User Support:** Enhances patron services by fulfilling specific material requests.
- **Cost-Effective:** Reduces the need for libraries to purchase seldom-used items.

**Q.3. Describe the sheaf or loose-leaf form of library catalogue and its advantages.**

The sheaf or loose-leaf form of library catalogue consists of individual, removable sheets that can be added, removed, or updated easily. This format allows for flexibility in maintaining and organizing the catalogue.

*Advantages:*

- **Updatability:** Easy to add or remove entries without needing to reprint the entire catalogue.
- **Customization:** Libraries can tailor the catalogue to specific needs or categories.
- **Space Efficiency:** Can condense or expand as necessary, accommodating changes in the collection.
- **User-Friendly:** Allows for quick reference and adjustments, improving usability.
- **Cost-Effective:** Reduces costs associated with reprinting or binding entire catalogues.

*(Broad Answer Type – 8 Marks)*

**Q.1. What is library cataloguing, and what are the specific needs and purposes of a library catalogue?**

*(Answer in Page no. 1)*

**Q.2. Explain the elements involved in crafting a main entry according to AACR2 guidelines.**

*(Answer in Page no. 3)*

**Q.3. Create a main entry for a library catalogue using the book details provided below:**

Title - Gender and Society

*(Similar Example available in Page no. 4)*

Author - L. Kumar

Publisher - Sunbeam Publication

Place of publication - Guwahati

Year of publication - 1997

Page - vi, 350

Dimension - 22 x 14cm

ISBN - 978-81-946356-4-3

Acc. No. - 1125

Class No. - 300

Book No. - KUM

**Q.4. Create a main entry for a library catalogue using the book details provided below:**

Title - Foundation of Modern Physics

*(Similar Example available in Page no. 4)*

Author - S. Weinberg

Publisher - Cambridge University Press

Place of publication - United Kingdom

Year of publication - 2021

Page - xi, 250

Dimension - 12 x 20cm

ISBN - 978-1108841764

Acc. No. - 1247

Class No. - 530

Book No. - WEI