UNIT 2  CLASSIFYING DOCUMENTS USING DDC

Structure

2.0  Learning Outcomes

2.1  Introduction

2.2  Structure of the DDC-19th Edition
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    2.2.2 Vol.2 Schedules

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2.11 Summary

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2.13 Keywords

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2.0  LEARNING OUTCOMES

By reading and practicing this Unit, you will be able to:

- learn about the history of the DDC in brief and its various versions;
- learn about the layout of the text of three the volumes of the DDC-19 (1979);
- get knowledge about the structure of knowledge as represented in the DDC system;
- acquire skills to do subject analysis of the documents for classification;
- assign the appropriate class number to a document;
- construct class number for a document, if so desired;
names of subjects and their corresponding class numbers in decimal notation. Most of the entries contain notes and instructions. Volume 3 is the relative index and it has been discussed latter in the Unit.

### 2.3 BASIC PLAN AND STRUCTURE

The DDC is a general practical classification tool to classify all kinds of documents on any subjects in all types of libraries. It divides the entire universe of knowledge into ten main classes (MCs), each denoted by three decimal digits:

<table>
<thead>
<tr>
<th>000</th>
<th>Generalia</th>
<th>500</th>
<th>Pure Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Philosophy and Psychology</td>
<td>600</td>
<td>Technology</td>
</tr>
<tr>
<td>200</td>
<td>Religion</td>
<td>700</td>
<td>Arts</td>
</tr>
<tr>
<td>300</td>
<td>Social Sciences</td>
<td>800</td>
<td>Literature</td>
</tr>
<tr>
<td>400</td>
<td>Languages</td>
<td>900</td>
<td>Geography and History</td>
</tr>
</tbody>
</table>

Each of these ten MC has been further divided into ten divisions. Thus there are 100 divisions in all. This is also called the second summary of the DDC. For example, the ten divisions of the MC 600 Technology are:

<table>
<thead>
<tr>
<th>600</th>
<th>Technology</th>
<th>650</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>610</td>
<td>Medical Science</td>
<td>660</td>
<td>Chemical Engineering</td>
</tr>
<tr>
<td>620</td>
<td>Engineering</td>
<td>670</td>
<td>Manufacture</td>
</tr>
<tr>
<td>630</td>
<td>Agriculture</td>
<td>680</td>
<td>Manufacturing for Specific Use</td>
</tr>
<tr>
<td>640</td>
<td>Home Sciences</td>
<td>690</td>
<td>Buildings</td>
</tr>
</tbody>
</table>

Further each of the 100 divisions of the DDC is subdivided into ten sections. For example, the ten sections of the Division 610 Medical sciences are:

<table>
<thead>
<tr>
<th>610</th>
<th>Medical Sciences</th>
<th>615</th>
<th>Pharmacology</th>
</tr>
</thead>
<tbody>
<tr>
<td>611</td>
<td>Human Anatomy</td>
<td>616</td>
<td>Diseases</td>
</tr>
<tr>
<td>612</td>
<td>Human Physiology</td>
<td>617</td>
<td>Surgery</td>
</tr>
<tr>
<td>613</td>
<td>General, Personal Hygiene</td>
<td>618</td>
<td>Other Branches of Medicine</td>
</tr>
<tr>
<td>614</td>
<td>Public Health</td>
<td>619</td>
<td>Experimental Medicine</td>
</tr>
</tbody>
</table>

Thus these are 100X10=1000 sections in all. This is known as Third Summary of the DDC.

### 2.4 FURTHER DIVISIONS

Continuing further, each decimal divisions can be subdivided hierarchically into subsections and sub-subsections and further, e.g.

614.1 Forensic Medicine

614.4 Incidence….control of diseases

614.5 Incidence…. control of specific diseases

614.6 Disposal of the dead
Then it belongs to History of India (Third Summary) 954

Now we shift our search to the schedules, Volume 2. Section numbers are always written at right top of every page of the schedules. By scanning sections we reach the section 954. There we see that Muslim Period, Indian history is 954.02, further Moughal period is 954.025. That is the desired number.

Let us take another example “Anatomy of human lungs”. We know that lungs are a part of the respiratory system. It is Medical science and Medical science is a part of Technology 600 in the DDC. Further this title belongs to 611 Anatomy. This we know by scanning the three summaries one by one. On reaching 611 we shift our search to the schedules in Volume 2. The section 611 and its subdivisions are on page 829. Looking at the summary of 611.2 (page 830) we find lungs enumerated at 611.24. It is our correct number. All the books on human lungs will bear this number and thus all similar books will come together. To classify properly we must know the structure of the DDC and some modest knowledge of the subject.

Self Check Exercise

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

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

2) Make a photocopy of the Second Summary and commit to memory as many of the 100 Divisions as possible. It will be of great use to you while classifying books. Write any 20 numbers and their corresponding subjects.

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........................................................................................................................
........................................................................................................................
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........................................................................................................................

2.8 NUMBER BUILDING

The DDC is a list of class numbers as well as a mechanism to construct a number, if not fully provided in the schedules. The latter is called number building. In case, a readymade number is not available for a document it may be constructed. A number can be further built either:

1) with another whole or part number from the schedules; or

2) with any of the seven auxiliary tables.

2.8.1 Number Building with “Add to....” Instruction

Under some class numbers there is an instruction “Add to the designated base number from 001-999”. It means we have to add any number to a given base number. Let us take the subject “Medical libraries”, there is no full number listed for this topic. Under 020 we have “026 libraries devoted to different subjects”. There is instruction “Add to base the number 026 from 001-009.” It means the number for medical science which is 610 will have to be added to 026.

026 + 610 = 026.610 = 026.61

The terminal zero in a decimal number is of no use.
2.9.1 Table 1: Standard Subdivisions

Standard Subdivisions (ss) mostly pertain to the form or physical format of the document or viewpoint of the author. These always begin with a zero:

01 Philosophy and theory
02 Miscellany
03 Dictionary, encyclopedia
04 General special
05 Serials/periodical publications
06 Organisations, associations, centres
07 Study and teaching of research
08 -
09 History

These have further been subdivided and can be added to any class number.

297 Islam

   Encyclopedia of Islam
       297+03= 297.03
   A journal on Islam
       297+05= 297.05
   Study and teaching of Law
       340+07= 340.07

Some of the standard subdivisions are instructed to be applied with more than one zero:

   Human diseases
       616
   Dictionary of Human diseases
       616+003(T1) = 616.003

(As under 616 there is an instruction to add standard subdivisions in the pattern of 616.001-616.009)

Similarly

   Study and teaching of constitutional law
       342+007= 342.007
Each of the country has been further been divided into states:

54 South Asia, India
541 Northeastern India
542 Uttar Pradesh
543 Madhya Pradesh
544 Rajasthan
545 Punjab, Haryana, etc
546 Jammu & Kashmir
547 Western India
548 Southern India
549 Pakistan, Sri Lanka

The numbers from the Area table are added on instructions given under some class numbers, e.g.

320.9 Political conditions

Here we are instructed to add from the Area table.

Political condition of Europe

\[ 320.9 + 4(T2) = 320.94 \]

Political situation in India

\[ 320 + 54(T2) = 320.954 \]

Political condition in Rajasthan

\[ 320.9 + 544(T2) = 320.9544 \]

**Adding the Area Table without Instruction**

Where there is no such instruction to add from Table 2, then the area number can be added through the standard subdivision 09 from Table 1.

Civil Rights in Communist Countries

\[ 323.4 \text{ Civil Rights} \]

\[ 323.4 + 09(T1) + 1717(T2) = 323.4091717 \]
Hindi fiction from 1345-1645

Hindi fiction from 1645-1845

Hindi fiction from 1845-1895

Hindi fiction from 1895-1920

Hindi fiction from 1920-1940

Hindi fiction after 1940-

These subdivisions can be added to the designated base number from the Main Class 800. For English literature, the designated base is 82

English poetry

820+1(T3) = 821

English Fiction

820+3(T3) = 823

English short stories

820+301(T3) = 823.01

For Hindi literature the designated base is 891.43

Hindi poetry

891.43+1= 891.431

Hindi short stories

891.43+301= 891.433 01

For literature of any period and form the formula is:

Base number + Form+ Period

20th Century English poetry

82(Base) +1 (Form) +7 (Period) = 891.437

Post-1940 Hindi Drama

891.43+2 (Form) +7 (Period) =891.4327

Table 3A lists viewpoint and themes of literature. These are applied on instruction from Table 3. Some examples are given below

Punjabi lyric poetry

891.42+104 (T3) = 891.421 04

Science fiction in Hindi

891.43+ 30876 (T3) = 891.433 087 6

Collection of Hindi literature for children

891.43+080 (T3) + 9282 (T3A) = 891.430 809 282
Customs of dancers

390.4 +7933(T7) = 390.479 33

Sikh artist

704 +2946 = 704.294 6

Self Check Exercise

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

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

3) Write the Area number for all the states of India.

........................................................................................................................
........................................................................................................................
........................................................................................................................
........................................................................................................................

4) Name the auxiliary tables of the 19th edition of DDC.

........................................................................................................................
........................................................................................................................
........................................................................................................................
........................................................................................................................

5) Try to find class number of the given titles
   i) Physical chemistry
   ii) Cricket
   iii) Public libraries
   iv) Sodium
   v) Unemployment
   vi) Encyclopaedia of library science
   vii) Public libraries in India
   viii) Higher education in developing countries
   ix) Foreign policy of India
   x) Survey on strikes

2.10 THE RELATIVE INDEX

The schedule is a lengthy and mazy map of knowledge. It takes a lot of time and efforts to learn its structure, and procedure to locate the numbers. Moreover, classification from this index requires a bit of prior knowledge of the topic and familiarity with its terminology. But no one is always knowledgeable enough about every subject. There are some interdisciplinary subject areas such as biochemistry or geopolitics which could
Points to remember:

* DDC is the most popular and oldest library classification scheme.
* DDC is an enumerative classification scheme with analytico-synthetic features.
* It uses pure notation.
* It uses hierarchical structure.
* Table 1 Standard subdivisions can be added to any number even without any instruction.

2.11 SUMMARY

The DDC is the most popular classification system in libraries. The DDC-19 (1979) is in three volumes. The schedule divides knowledge into ten main classes, 100 divisions and 1000 sections. These are further divided decimally to provide a reasonably comprehensive map of knowledge. All the class numbers in the DDC are composed of decimal numerals and have minimum of three digits. If a number extends to four or more digits then a dot is placed after the third digit. Apart from the enumerated numbers, many more numbers can be synthesised or constructed by following instructions given under appropriate class numbers. In addition, there are seven auxiliary tables to supplement the numbers in the schedules. The relative index in Volume 3 provides alphabetical approach to locate subjects listed in the lengthy schedules and tables. The index is also important because it brings together all the scattered aspects of a subject as a consolidated index entry. It is a key to using the schedules.

2.12 ANSWERS TO SELF CHECK EXERCISES

1) A decimal number is always less than one and can be further divided into ten parts. A zero added at the end of a decimal figure makes no difference in its mathematical value. For example 0.5, 0.50 and 0.500 all have exactly the same value.

2) See the Table 2 in Volume 1

3) The second summary of 100 divisions is given in Volume 1. Though it is not necessary to remember any of the summaries, yet remembering some important classes such as 510 mathematics, or 610 medicine, 954 Indian history, and 327 international relations will add to your efficiency. It will save your time and add to your confidence in operating the DDC system.

4) There are seven Tables in the 19th edition of DDC

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 1</td>
<td>Standard Subdivisions</td>
</tr>
<tr>
<td>Table 2</td>
<td>Areas</td>
</tr>
<tr>
<td>Table 3</td>
<td>Subdivisions for individual literatures</td>
</tr>
<tr>
<td>Table 4</td>
<td>Subdivisions for individual languages</td>
</tr>
<tr>
<td>Table 5</td>
<td>Racial, Ethnic and National Groups</td>
</tr>
<tr>
<td>Table 6</td>
<td>Languages</td>
</tr>
<tr>
<td>Table 7</td>
<td>Persons</td>
</tr>
</tbody>
</table>
discipline in the schedules, are brought in the Index. Hence the adjective ‘relative’ is used in its name.

Schedules: Systematic lists of classes and their subdivisions along with their corresponding decimal numbers. It is the volume 2 of the DDC 19.

Sections: The third summary of the DDC has 1000 sections; this summary is derived from 100 divisions in the second summary by sub-dividing each second summary division into ten parts.

Tables: Additional recurring auxiliary concepts of subjects and documents usually required in library classification. There are seven tables. Divisions from tables supplement the numbers in the main schedule. For small libraries their use is optional.

2.14 REFERENCES AND FURTHER READINGS


BLOCK 2
CATALOGUING
A library catalogue is one of the basic and indispensable tools of any library. It plays an important role in retrieving materials available in the library. The process of preparing the library catalogue is called library cataloguing. The objective of this Unit is to introduce you with certain basics of library catalogue and cataloguing.

After reading this Unit, you will be able to:

- define and describe a library catalogue;
- explain the basic objectives, purposes and functions of a catalogue;
- understand the basics of cataloguing;
- identify different forms of catalogues; and
- know about various kinds of entries and their elements in cataloguing.

### 3.1  INTRODUCTION

You must have seen the different types of catalogues that are available for various products and services in daily life but here we are going to introduce you with the
contains entries arranged systematically according to the catalogue code adopted by the library;

gives specific bibliographical elements of the documents in each entry to determine and identify the document;

provides location number of the documents which enables the users to locate the document; and

serves as an inventory of all the materials available in the library.

3.2.2 Purposes, Objectives and Functions of a Library Catalogue

Fig. 3.2: Cards filled in a Library Catalogue Cabinet

Source: www.news.cornell.edu

Fig. 3.3: Library Catalogue Cabinet

Source: www.desiretime.com
To assist in the choice of a document
- As to its edition
- As to its content and character
- As to its physical form.

Thus a library catalogue should convey full information to the users about the availability of the materials that are accessible through different approaches.

Functions

The functions of a library catalogue are, in fact, more or less restatements of Cutter’s objectives. A library catalogue must perform the following functions:

- To ascertain the availability of a particular document in the library, which can be specified by its author or title or subject;
- To show the users the existing collection of the library which may be written:
  - By a given author or authors
  - On a given subject or subjects
  - In a given kind of literature or form of material; and
- To assist the users in choosing a particular document from the large collection of the library as to its edition, content and character, physical form, new additions, etc.

According to Dr. S.R. Ranganathan the function of a library catalogue is to help the exploitation of library resources in conformity with the five laws of library science. As such it should be so designed as to:

- Disclose to every reader his or her document (the document needed by the reader);
- Secure for every document its reader; and
- Save the time of the reader and staff.

Thus, a library catalogue should serve as the most effective and efficient instrument to retrieve all kinds of documents the library has.

Activity I

After going through the above description, try to memorise, – have you ever seen or used a library catalogue? Visit a nearby library and use the catalogue of that library. Based upon your experience there try to answer the following:

a) What did you see in the cabinet?

.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
A sample of such a card (without lines) is shown below:

**Card no. 1**

**Structure of a Catalogue Card**

First Indention: Starts from nine spaces from the left margin of the card.

Second Indention: Starts from thirteen spaces from the left margin.

Third Imaginary Indention: Starts from fifteen spaces from the left margin.

3.3.2 Unit Card System

While preparing added entries, if we use all the information recorded in the main entry it is called unit card system, as they carry the same information. In unit card system we give information in a brief form, as the detail has been recorded in the main entry. The only difference is that in case of added entries, the approach/access points are made at the top of the card starting from the second indention.

**Card no. 2**

<table>
<thead>
<tr>
<th>301 ATK</th>
<th>Atkinson, G.B.</th>
</tr>
</thead>
</table>
3.3.4 Cataloguing Elements

According to majority of the cataloguing codes, the main entry for a book consists of the following elements:

- Call number of the book
- Author’s name
- Title of the book
- Sub-title of the book
- Edition of the book
- Imprint information (place of publication: publisher, date of publication)
- Collation information (pagination, illustration, size)
- Series note
- Notes i.e. some additional information about the book
- Contents
- Accession number of the book

3.3.5 Basic Operations

The cataloguing process involves the following basic operations:

- Choice and rendering of headings of main entry and added entries;
- Recording of information in the areas /sections of entries;
- Determination of style of writing, punctuation marks, capitalisation;
- Preparation of entries;
- Recording call numbers of the documents;
- Filing of catalogue cards;
- Preparation of guide cards; and
- Maintenance and updating of entries.

Note: Examples of choice and rendering of headings are included in the next Unit of this Block.
Occupies very little space
Acts as a good retrieval tool.

The Online Public Access Catalogue (OPAC) is the form which is generally used in automated libraries these days. OPAC is a library catalogue which is in computerised form having searching and browsing facilities. When the OPAC of any library is connected to Web and is accessible not only to the users of that library but to all users throughout the world, then it is known as webOPAC.

In the above home page of IGNOU’s OPAC the search term library cataloguing is given, in response to this search term the page given below appears.
3.5 KINDS OF ENTRIES AND APPROACHES OF THE USERS

Entries can be grouped under two categories:

- **Main entry:** It is the basic entry, which provides all the essential information about a document. This helps the users to identify a particular document available in the library.

- **Added entries/ Additional 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.

Now let us discuss various kinds of entries under the dictionary catalogue and classified catalogue. But first we must know about a dictionary catalogue and a classified catalogue.

In dictionary catalogue the entries are arranged according to alphabetical order and in classified catalogue the entries are arranged according to class numbers.

### 3.5.1 Entries Under the Dictionary Catalogue

Different types of entries under this catalogue include:

- **Main entry:** Generally prepared basing the author, corporate author and sometimes by the title if the author is not given.
- **Added entries:** There are various types of added entries. These include collaborator entries, subject entries, title entries, reference entries and analytical entries.
- **Collaborator entry:** The editor, translator, illustrator, etc. comes under the category of collaborators.
- **Subject entry:** Prepared basing the subject of the document.
- **Title entry:** Prepared basing the title of the document.
- **Reference entries:** These are generally of two types ‘see’ and ‘see also’ reference entries.
- **Analytical entries:** These are of three types:
  - **Author analytical:** Prepared basing the author of the part of a document.
  - **Subject analytical:** Prepared basing the subject of the part of a document.
  - **Title analytical:** Prepared basing the title of the part of a document.
A user may search the catalogue under any of these forms. In such cases ‘See’ reference entries are provided.

Card no.5

<table>
<thead>
<tr>
<th>Ibohal</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Ibohani</td>
</tr>
</tbody>
</table>

For subject also such entries can be provided as in the example below.

Card no.6

<table>
<thead>
<tr>
<th>CYTOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>See CELLS</td>
</tr>
</tbody>
</table>

On the other hand, a “See also” reference directs the users from one heading to other related headings. Examine the following example:
a) title and statement of responsibility;
b) edition;
c) type of material; and
d) publication, etc.

3) **Physical description area:** The second paragraph gives information about the volume number, page number, illustrations, size of the document, etc.

4) **Series area:** It provides information about documents published under series.

5) **Note area:** This area provides additional useful information about the document.

6) **Standard number and terms of availability area:** ISBN or ISSN is given in this area.

7) **Tracing:** Last paragraph of the main entry indicates the added entries.

8) **Call number:** Notational unique symbols to identify a document and it is entered at the upper left corner of the card.

9) **Accession number:** Serial number of the document usually transcribed on the 5th line from the top of the catalogue card of the main entry.

The following skeleton card shows the way how these data elements are transcribed in the main entry of a dictionary catalogue as per AACR-2R.

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Author’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc. No.</td>
<td>Title: Subtitle/Author(s); Collaborator(s).</td>
</tr>
<tr>
<td></td>
<td>-- Edition. -- Place of Publication: name of the publisher, date of publication</td>
</tr>
<tr>
<td></td>
<td>No. of pages: ill; size of document in cm</td>
</tr>
<tr>
<td></td>
<td>-- (Series/editor of series, ISSN of series; No. of the series).</td>
</tr>
<tr>
<td></td>
<td>Note</td>
</tr>
<tr>
<td></td>
<td>Standard Number</td>
</tr>
<tr>
<td></td>
<td>Tracing</td>
</tr>
</tbody>
</table>

**Skeleton Card showing Data Elements**

For the added entries, if Unit Card System is followed, the same data elements as in the main entry are to be transcribed giving the added entry element at the top of card starting from the second indentation. Subject headings for the added entries are derived from a standard list of subject headings, e.g. *Sears List of Subject Headings*. In case Unit Card System is not followed, the following elements are generally given:

- Call number
- Added entry elements
- Main entry heading
Under classified catalogue the following different kinds of entries are prepared:

**Classified part:**

- **Main Entry:** In a classified catalogue it is always prepared by Call no. (Class number and book no.) so it is the number entry. It is the subject entry.
- **Cross Reference Entries:** These are also number entries prepared by the class number of the part of the document. These are added entries.

**Alphabetical part:**

- **Class Index Entries:** These are added and word entries, derived by chain procedure from the class number of the main entry.
- **Book Index Entries:** These are added entries prepared under the name of author, collaborator, series, and in some cases title also (if the title is fanciful).
- **Cross Reference Index Entries:** These are ‘see’ and ‘see also’ entries. They directs the user from one heading to another.

**Data Elements in Classified Catalogue**

In the classified catalogue, the sections or parts in the main entry include:

- **Leading section:** It is the first section occupied by the call number.
- **Heading:** This section records the authorship or its substitute element.
- **Title section:** This section provides the title of the document.
- **Note section:** It provides additional information about the document eg. series.
- **Accession number section:** It records the accession number at the first vertical of the bottom-most line.
- **Tracing section:** This section is appears on the reverse of the Main Entry card in the following way:
  - The reverse of the card is imagined to be divided into two halves.
  - On the left half of the card cross reference entries are listed.
  - Class index entries, book index entries, cross reference index entries are listed on the right half of the card.

<table>
<thead>
<tr>
<th>Card no. 11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leading Section</strong></td>
</tr>
<tr>
<td><strong>Heading Section</strong></td>
</tr>
<tr>
<td><strong>Title Section</strong></td>
</tr>
<tr>
<td><strong>Note Section</strong></td>
</tr>
<tr>
<td><strong>Accession Number Section</strong></td>
</tr>
</tbody>
</table>

**Skeleton of a Main Entry Card**
Now let us see how these entries are prepared with the help of the example:

From the class number 2.55 N3 N58 the Class Index Entries are derived as follows:

2:55N3 N58 : S R Ranganathan (Sought link)
2:55 N3 : Classified Catalogue Code (Sought link)
2:55 : Cataloguing (Sought link)
2:5 : Technical Treatment, Library Science (Unsought link)
2: : False link
2 : Library Science (Sought link)

The above entries are derived by using the chain procedure by using the 6th rev. ed. of Colon Classification. In chain procedure the sought link is that link through which a user approaches his/her document. The unsought link is that link which is not looked by any user while searching his/her document. The false link is that part of the chain which does not represent a class number and generally ends at a connecting symbol.

In this way the following four entries are prepared from the above chain:

Ranganathan (S R), Classified Catalogue Code
Classified Catalogue Code, Cataloguing
Cataloguing, Technical Treatment
Library Science
The Class Index Entry as shown in above cards consists of three sections

- Leading Section: It contains the heading, subheadings for CIE derived from chain procedure
- Directing Section: It directs the reader to class number. This section consists of the following directing words:

  “For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number”.

**Note:** The following seven alphabets of the above directing section are written in capitals:

- F - For
- C - Class
- S - Subdivisions
- C - Classified
Such entries are prepared to meet the different approaches of the users.

**Self Check Exercise**

**Note:**
- i) Write your answers in the space given below.
- ii) Check your answers with the answers given at the end of this Unit.

6) Write the features of the best physical form of a library catalogue.

........................................................................................................................
........................................................................................................................
........................................................................................................................
........................................................................................................................

7) What are the different kinds of entries that can be prepared in a library catalogue?

........................................................................................................................
........................................................................................................................
........................................................................................................................
........................................................................................................................

8) Fill in the blanks:

1) Word ‘Katalogus’ is derived from a ......................... word.

2) ...................... indention of a catalogue card is called imaginary indention.

3) ...................... is called the father of library cataloguing.

**3.6 SUMMARY**

A library catalogue is one of important search tools of the library materials. It aims to fulfil the needs of the users for locating materials available in the library. To meet the approaches of the users such catalogues are prepared using standard size catalogue cards. Different entries are, therefore, prepared such as main entry, added entries, etc. While preparing catalogue entries, any library has to follow a standard code as
Classified Catalogue: A catalogue in which subject entries are arranged according to class number of the document.

Collaborator: A person who associates with other person(s) to produce a document.

Dictionary Catalogue: A catalogue of word entries (author, title, subject, series, etc.) arranged in a general alphabetical order and usable as a dictionary.

Document: A term used to denote a book and other similar information sources.

Fanciful Title: Title that does not disclose the subject of the work.

Indentions: Designated vertical margins or spaces from the left margin of the catalogue card.

3.9 SUGGESTED ACTIVITIES

i) Visit some of the nearby libraries of your locality and try to find out:
   a) The name of the cataloguing code they are using.
   b) The types of entries they prepare.
   c) The form of catalogue they use.
   d) The number of libraries using software packages for cataloguing.
   e) The name the software package being used by them.

ii) Ask some of the users of these libraries and assess their level of satisfaction on the use of library catalogues and find out the most suitable form of the catalogues used by them.

3.10 REFERENCES AND FURTHER READING


After reading this Unit, you will be able to:

- understand the fundamental structure of AACR-2R;
- know the rules for different entries given in this code;
- prepare different kinds of entries using the code; and
- describe the process of cataloguing different types of documents.

4.1 INTRODUCTION

AACR (Anglo–American Cataloging Rules) is one of the widely used cataloguing codes. It was first published in 1908 as the *Anglo-American Cataloguing Code*, (AA Code). The same was revised and published in 1949 as *ALA Cataloguing Rules for Author and Title entries*. After the International Conference on Cataloguing Principles (ICCP) in 1961 a new international code having a set of rules was evolved. Subsequently, AACR (Anglo – American Cataloging Rules) was published in 1967. The code was prepared by the American Library Association, the Library of Congress, the Library Association, and the Canadian Library Association. It was known as AACR-1.

The second edition of Anglo-American Cataloguing Rules, with revision was appeared in 1978 as AACR-2. The same was prepared by the:

- American Library Association
- British Library
- Canadian Committee on Cataloguing
- Library Association
- Library of Congress

After a gap of 10 years, in 1988, certain provisions of 1978 edition were revised and published. Thus AACR-2R (2nd revised edition) is the latest revised edition of the Code. This Unit gives you the fundamental structure of AACR-2R, entries that can be prepared using the code and the process of cataloguing in a more practical way. You must have gone through the theoretical aspects related with cataloguing process in the previous Unit of this Block.

4.2 STRUCTURE OF AACR-2R

AACR-2R consists of two parts: Part I and Part II.

4.2.1 Part I: Description

Part I covers rules for standard description of all kinds of material (print and non-print). It contains 13 chapters as enumerated below:

1) General Rules for Description
2) Books, Pamphlets and Printed Sheets
3) Cartographic Materials
4) Manuscripts
5) Music
4.3.2 Second Level of Description

Also called standard description, the second level provides all the data necessary for the description of documents. This level is useful for medium to large libraries. It includes at least the elements set out in the following schematic illustration:

- Title proper [general material description] = Parallel title: Other title information/first statement of responsibility; each subsequent statement of responsibility.
- 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 subseries, ISSN of subseries; numbering within subseries).
- Note(s).
- Standard number.

The same book under 2nd level of description will be catalogued as:

Card no. 2

<table>
<thead>
<tr>
<th>MATHUR, B.L.</th>
</tr>
</thead>
</table>
In case the name of the author cannot be accommodated on the first line then it continues from the third imaginary indention. It applies to corporate authors also. But, when the book is entered under the title it begins from the first indention and continues from the second indention. This type of transcribing the entry is known as hanging indentation. In case of hanging indentation, all the information about the collaborators, editions, imprint, etc. continues from the second indention only.

**Example of Hanging Indention:**

Card no. 4

Magnetic properties of metals/N.Achiwa

Title and Statement of Responsibility Area

This area consists of five elements:

1) Title proper
2) General material description (GMD)
3) Parallel title
4) Other title information
5) Statement of responsibility

Title Proper

The title proper is to be transcribed exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalisation. It is written from the second indention and continued from the first indention.

Example 1: Basics of cataloguing

General Material Description (GMD)

This is an optional addition. Two types of GMD are given in AACR-2R for (a) British Agencies and (b) North American Agencies under two separate lists. As desired one of the two is to be selected. Square brackets [ ] are used as punctuation mark for GMD. It is to be transcribed just after the title proper.

Example 2: a) Roads of North East India [cartographic material]®British system
           b) Roads of North East India [map]®North American System

Parallel Title

The title proper in another language or script is called parallel title and written immediately after the title proper in the order indicated by the sequence preceded by punctuation equal sign “=” as shown below:

Example 3: On world government = De monarchia

Other Title Information

The other title information (if any) should be recorded following the proper title or parallel title preceded by punctuation colon “;” as illustrated in the following example: