

2nd sem

Subject : LIBRARY CATALOGUING - 11

UNIT – 1

Introduction to Classified Catalogue Code (CCC)

Classified Catalogue Code is fairly popular and known as in its initials as ccc. This code was devised by S.R. Ranganathan of India. It is the first code complete in every respect for a classified catalogue. This code has so many salient features. They are as follows:

1. Why it is called classified Catalogue Code – In this code the main entries are arranged in a classified order.
2. There are two parts in Classified Catalogue Code i. e. (i) Classified (ii) Alphabetical
3. Various Editions –The first edition of code was published in the year 1934. 5th edition of CCC published in 1964.
4. It is a complete code – It is the first code complete in every respect for a classified catalogue. The subject approach has been recognised as the dominant one in CCC.
5. One man efforts – Most of the cataloguing code are the joint efforts of more than one person, but CCC is the one man contribution i. e. Of Ranganathan. It was a unique contribution of Ranganathan.
6. Based on Canons and principles – The foundation of the code is based on the normative principles and the canons of cataloguing.
7. Objectives- The main objectives of this code are to improve the subject approach of the users of libraries.
8. CCC is free from the restriction of language.
9. Rules for Classified Catalogue – in this code most of the rules are given for preparing classified catalogue. Which are prepared by class number of the books. As this code was devised for classified catalogue.
10. Rules for Dictionary Catalogues – Originally the code was devised only for classified catalogue but later the rules were extended in it to dictionary catalogue also by giving additional rules.
11. Rules for Added Entries – In this code rules for preparing all possible added entries of books are also given along with main entries. The rules for CIE, BIE, CRE, and CRIE which are added entries.

12. CCC specially provides the rules for compiling the union catalogues, periodical publications, National bibliographies, indexing and abstracting periodicals.

13. Provision for chain procedure - The chain procedure is the unique method in CCC which is a most significant contribution of Ranganathan to the art of cataloguing. This is a mechanical device to derive subject headings from class number either for class index or for subject heading to be used for alphabetical index.

14. Importance of Title page – CCC gives much importance to the title page to obtain information needed for preparing entries.

In this way we see that CCC is consistent in many respects, yet it lacks in certain areas of rules of cataloguing .It lacks in providing complete bibliographical information. There are no rules for cataloguing of non book materials.

Question bank

Q1. Write the full form of CCC

Q2. In which year CCC was published?

Q3. Who was the originator of CCC?

Q4. Explain the features of CCC.

Q5. Describe the parts of CCC.

UNIT -2

Types of cataloguing entries: Main and added entries according to CCC, Catalogue card arrangements

A classified catalogue is one in “which some entries are number entries and some are word entries”. Thus it consists of two parts: 1. Classified part 2.Alphabetical part

ENTRY

Main Entry

Added Entry

Types of Added Entry according to CCC:

1 Book index entry (BIE)

2 Class index entries (CIE)

3 Cross reference entry (CRE)

4 Cross reference index entry (CRIE)

The main entry and cross reference entry are number entries.

Book index entry, class index entry, cross reference index entry is word entries. Therefore, these are included in the alphabetical part.

Main Entry:

The main entry is a basic record for a given document. It is a specific entry, which provides maximum information about the document. Each book/ document gets one main entry. The tracing of the entry, given at its back, indicates the added entries which have been prepared.

Sections of main entry:

1 Leading section

2 Heading

3 Title section

4 Note section

5 Accession number

6 Tracing section

1 Leading section -- Leading section consist of call number of the document. The call number is always written in pencil.

2 Heading -- The heading can be one of the following;

The name of the personal author

The name of the corporate author

The name of a joint personal author and of a corporate author

A pseudonym

The name of a collaborator

3 Title section --- The title section consists of:

The title

Edition

Collaborator

4 Note section --- The following is a list of kinds of notes;

Series note

Multiple series note

Change of title note

5 Accession number -- Accession number is a number to be taken from the back of the title page.

Added Entry --- BIE

Book Index Entry -- Book Index Entries are provided under author(s) , collaborator(s),title and series of a document. The number of entries to be included varies. These are specific added entries which satisfy the approach of the users through author, collaborator, and title. And series.

CIE (Class Index Entries)

Class index entries are provided under subject heading derived through chain procedure from the class number in the main entry or cross reference entry. These satisfy the subject approach of the users.

Ranganathan gave a method named Chain Procedure. This useful technique provides headings for preparing CIEs from the class number of the book which was recorded on the leading the section of the main entry.

Suppose a class number of a book is 234; 46; 97, with the help of chain procedure, we will obtain following subject headings serially:

DOCUMENTATION, PERIODICALS, UNIVERSITY

LIBRARIES, LIBRARY SCIENCE.

From each of the above heading, a CIEs is prepared hence this tital would have 4 CIEs. CIEs have the following sections:

- i. Leading section
- ii. Directing section
- iii. Class Number section

131 Procedures of Finding Links

Let us consider a class number, from which subject headings are to be derived. The first digits in the class number provides the first link, the first two digits provide the second link, and so on. The last link is made out of the whole class number.

The links are of various types (CCC, Chapt KB) as given below:

False link,-“a link is false link, if it ends with a

1. Connecting symbol; or
2. Digit representing a phase relation; or
3. Digit representing an intra –facet relation; or
4. Digit representing an intra –array phase relation, or
5. Time-isolate representing time itself in the time facet of the class, and not representing any other fundamental category-space, energy matter, or personality- in their respective facets in the class number,”

Unsought link- “Link which

1. Ends with a part of the isolate focus in a facet of a class number; and
2. Represents a subject on which material is not likely to be produced or sought or which is not likely to be looked up by any reader seeking materials on the specific subject forming the last link of the full class number,”

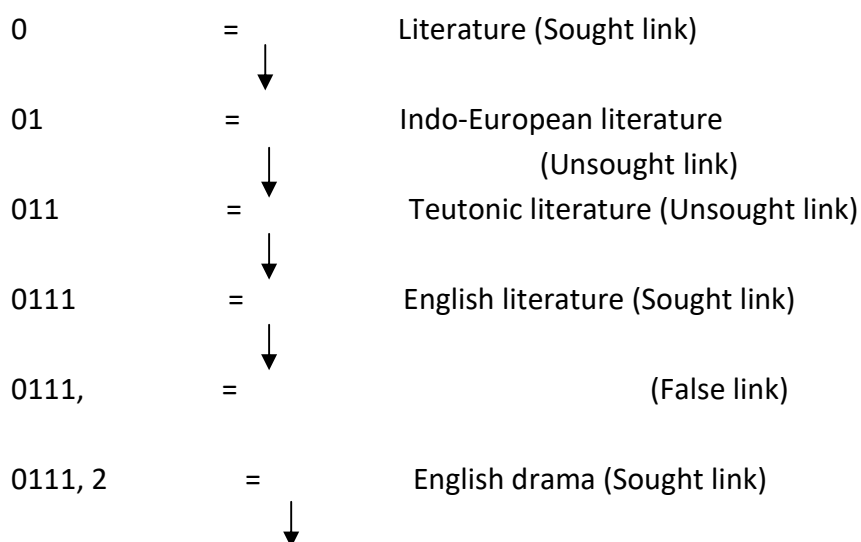
Sought link-

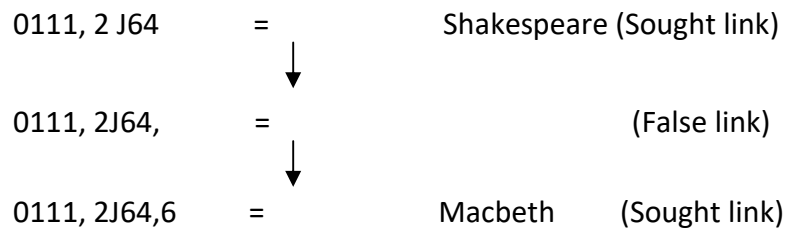
“Link which is neither false, nor fused nor unsought and link ending with an after- time interiorising common isolate

Digit. ” In practice, each library will have to take its decision keeping in view the documents to be organized, types of users, and nature of service to be provided.”

Missing link-“A link in a chain- with-gap, corresponding to the missing isolate in the chain.”

The class number 0111, 2J64, 6 taken colon classification may be represented in the form of chain as following:





CRE

Cross Reference Entry --- It is a number entry which is entered under one of the classes other than its dominant focus or class. The class number in the leading section contributes to class index entries.

Cross reference entries are concerned with the specific subject of a part of a book. These entries are prepared to satisfy the specific subject approaches of the users. These entries are also the helping entries like main entry. In dictionary catalogue these are called subject Analytical entries. CREs is of two type's viz., See and See also reference entries.

CREs have the following section

1. Leading section
2. Second section
3. Locus statement section

CRIE

Cross Reference Index Entry--- Cross Reference Index Entries are prepared under heading which have not been already covered by any of the earlier class index entries and book index entries. These are prepared under heading which are likely to be referred from by the users. In cataloguing, the uniformity is regarded as an essential specialisation. These for, if these are so many possibilities about the spelling of the name of a person, or corporate body or a word which is used as heading and two or more than two synonyms, them it is necessary to accept a specific form of that word of heading. In such situation CRIEs are provided in catalogue for the help of the users. The main aim of the entries is to attract the attention of the users from the terma which are same, and can search their requirements under these terms.

CRIEs are of the following types:

1. Alternative Name Entry
2. Variant form of Word Entry
3. Pseudonym- Real Name Entry
4. Editor of Series entry
5. Generic Name Entry

CRIEs have the following section:

- i. Leading section
- ii. Second section
- iii. Reference section

CATALOGUE CARD ARRANGEMENT

The catalogues entries are made according to the form of catalogue decide. But the mere making of main and added entries for a dictionary catalogue and main and index entries for a classified catalogue, will not produces the result desired, unless the cards are arranged so that quick convenient reference is possible.

In the case of dictionary catalogue the entries are arranged either in a strict alphabetical order there is ample guidance furnished by C.A cutter in his rules for dictionary catalogue. The A.L.A has published the rules for filing catalogue cards, 1942, which mostly based on cutter's rules. If the same heading is used as another, tittle and subject, it is desirable to follow the order author, subject and title,e.g .

- i. Jawaharlal Nehru , (author)
- ii. Discovery of India.
- iii. JAWAHARLAL NEHRU, (subject)
- iv. Jawaharlal and Gandhi. (tattle)
- v.
- vi. there are two methods for alphabetisation : (1) letter by letter and
- vii. (2) Word by word .the first is called 'all through 'and the second is known as 'mothing before sometime. It is preferable to adopt the word by word method in which the unit is the word and not the letters. e.g.
Wored by word arrangement

New

NEW DELHI
NEW ENGLAND
NEW LONDON

Question bank

- Q1. Write the types of entries.
- Q2. Write the types of added entries.
- Q3. Write the various section of the main entry
- Q4. Describe tracing section.
- Q5. Write the full form of CIE & BIE.

- Q6. Write the full form of CRE & CRIE.
- Q7. Explain the types of added entries in detail.
- Q8. Explain the various sections of main entry.
- Q9. Define number entries with example
- Q10. Define word entries with example.
- Q11. Define catalogue card arrangement
- Q12. Explain the methods of catalogue card arrangement.

Unit -3

- **PERSONAL AUTHOR AND ITS TYPES**

The personal author is the one who is chiefly responsible for the creation of the intellectual or artistic content of a work .for example , writers of book and composers of music are the authors of the work .

Choice and rendering of personal authors
For single authorship

According to the rule MD11 of CCC, if the book is written only by one personal author, the name of that personal author for heading .the surname is written first in capital letters and other parts of the name written in parenthesis.

Examples:-

William Shakespeare- SHAKESPEARE (William). William Shakespeare- SHAKESPEARE (William).

Rajendra Prasad – RAJENDER PRASAD.

S.R. Ranganathan- RANGANATHAN(S R.).

P.N.kaula- KAULA (P N).

William Shakespeare- SHAKESPEARE (William). William Shakespeare- SHAKESPEARE (William).

Rajendra Prasad – RAJENDER PRASAD.

S.R. ranganathan- RANGANATHAN(S R.).

P.N.kaula- KAULA (P N).

William Shakespeare- SHAKESPEARE (William).

Rajendra Prasad – RAJENDER PRASAD.

S.R. ranganathan- RANGANATHAN(S R.).

P.N.kaula- KAULA(P N).

2. Joint authorship

Several books are written jointly by more than one person. Books are written by two or more authors.

If there are two or more authors and they are printed alike on the title page it means they are given equal status, then the entry should be under the first named author and added entries for other two authors.

When books are written by more than three authors and principal's responsibility is not indicated, the main entry is to be made under the title of the book and the added entry for the first author only.

(b) According to rule MD32 of CCC if there are two or more authors of a book, then –

For two authors SHARMA(R G) and SHARMA (H S).

For three authors SHARMA (R G) and others.

For four authors SHARMA (R G) and others

3. For collaborator

There are several instances when personal authors are assisted by some one else in the publication of books. They are called collaborators. The collaborators are those who bring out of the original in a different version, e.g. editors, commentators, compilers and

translators. Irrespective of their designations and the group which to they belong, they are also personal authors

According to CCC, if there is no name of the author is given on the title page, but the name of the editor is given, then entry will be prepared under the name of the editor, but with his descriptive element. The comma is preceded before descriptive element and descriptive element Ed is written in italics. Example-

KULSHRESHTHA(R S), Ed.

Pseudonyms authors

Pseudonyms are the name of authors who hide their real name intentionally or non-intentionally to write on the title page of the book. They write some fictitious to name on the book. These fictitious names are called pseudonyms.

What rules are provided in CCC for choice and rendering of headings for pseudonyms of the authors?

We know that the author is a person who is responsible for thought content of the book as an author. But sometimes some authors hide their real names intentionally and write the book under an assumed name. This assumed name is called Pseudonym, and the author is pseudonymous author. Thus the pseudonymous author is the one who writes under a fictitious name. George Orwell and Mark Twain are two well known examples of pseudonyms. The definitions of the pseudonym is as- pseudonym is the name of the author who assumes a false or factitious name and other appellations.

Choice and Rendering according to CCC

There are so many rules in CCC regarding choice and rendering of pseudonyms. They are as follows:

1. Rule MD41- according to this rule of CCC, if a pseudonym is written on the title page of the book in place of the name of the author, and no mention about the real name of book, then the pseudonym will be used as heading with his descriptive element pseud. Example-

TWAIN (Mark), pseud.

PREM CHAND, pseud.

ELIOT (George), pseud.

LIBRA, pseud.

2. Rule MD42- According to this rule, if the real name is also given in subordination with the pseudonym on the title page of the book, then the real name is recording in circular brackets preceded by the initials i.e., and other details will be the same as in above Rule.

Example-

PREM CHAND, pseudo, (i.e. Dhanpati Rai).

TWAIN (Mark), pseudo, (i.e. Samuel Langhorne elements).

3. Rule MD422- According to this rule if the name is given on the title of the book, and pseudonym is also given in subordination, then the real name is rendered as heading and pseudonym will be written in circular brackets preceded by initials. Example-

CLEMENS (Samuel Langhorne), i.e. pseud, (Twain mark).

DDHANPATI RAI, i.e. pseud, (prem chand).

4. Rule MD423- According to this rule. If the the real name of the author is known from any outer source, then the pseudonym will be written in square brackets, and other things will be same.

Example-

TWAIN (Mark), pseudo, (i.e.samuel longhorn Clemens).

PREM CHAND, pseudo, (i.e. Dhanpati Rai).

5.Rule MD424- According to this rule, if a pseudonym represents two joint authors, the name of both the authors, if knows, are to be added to be the pseudonym in direct order.

Example-

TWO BROTHERS, pseudo, (i.e. Ram Lal and Shyam Lal).

6. Rule MD425- According to this rule, if a pseudonym represents three or more than 3 joint authors, the name of the first author alongwith the words and others are to be added to the pseudonym in circular brackets.

Example-

THREESISTERS, pseud, (i.e.Sita Devi and others).

QUESTION BANK

Q-1 Define single Authorship

Q-2 Describe joint author with example

- Q-3 Explain collaborator with example
- Q-4 Write the name of various types of collaborator
- Q-5 Define Pseudonym
- Q-6 Write the example of Pseudonym
- Q-7 Define collaborator
- Q-8 Describe the rules of choice & rendering Pseudonyms
- Q-9 Describe the rules of choice & rendering of joint author
- Q-10 Describe the rules of cataloguing of single authorship
- Q-11 Explain the choice & rendering of heading
- Q-12 For main entry of collaborator

UNIT - 4

CHAIN PROCEDURE

Chain Procedure is a method of deriving subject headings enumerated by S R Ranganathan. It is a procedure to provide subject approach to documents through the alphabetical part of a classified catalogue.

Definition:

Chain procedure is a semi mechanical method of producing the requisite subject index entries for a classified catalogue. -- Encyclopaedia of Librarianship

Method of chain procedure—

Chain procedure is a mechanical method of deriving subject headings from the class number of books. The subject headings are separated from the class number as the links are separated from a chain, subject heading are derived, and taken from the main class of the class number to specific subject there are so many steps are occurred. Thus this process completes in so many steps. We have to take help of various types of links in the analysis of the class number of the book. The first digit of a class number gives first link, first two digits gives second link, first three digits gives third link and so on.

MERITS OF CHAIN PROCEDURE –

There are following advantages—

1. We get subject headings for preparing class index entries.

2. Chain procedure is a very simple and easy to use in obtaining subject heading.
3. Chain procedure is a mechanical process.
4. Uniformity in library catalogue.
5. Economy - Chain procedure saves in numbers of entries.
6. This procedure satisfies total subject approaches of the users.
7. This procedure can also be used for the class number of any other classification scheme.
8. By this procedure, the subject headings which are scattered in classification scheme come together at one place.
9. The subject headings derived by this procedure, try to satisfy those approaches which are not satisfied by the classification scheme itself.

TYPES OF LINKS IN CHAIN PROCEDURE: - We use various types of links in deriving subject headings from the class number of a book. These links are as follow:

- 1. False Links** - These links are those that connect the facet isolates or phase isolates. These links do not present any subject.
- 2. Unsought Links** - These types of links which represent the subjects which have no material on them or no demand from the users.
- 3. Sought Links** - These types of links which represent those subjects on which material, ay available in the library and users also demand.
- 4. Missing Links** - These types of links which represent the subjects not available of the classification scheme. That is the subject represented by these links is missing.

Example -

Suppose the class number of our book is 234; 494:97 which is to be analysed for getting subject headings. The following procedure is applied.

1. 2 : Library science sought link
2. 23 : Academic libraries,
Library science
3. 234 : University Libraries, Library science
4. 234; : False Link
5. 234;4 : By nature of publication, unsought Link

University Libraries,

Library science

6. 234; 49	:	No matter on this digit	Missing Link
7. 234; 494	:	Thesis, University libraries,	Sought Link
		Library science	
8. 234; 494:	:		False Link
9. 234; 494:9	:	No matter on this digit	Missing Link
10. 234; 494:9	:	Documentation, Thesis, University libraries,	
		Library science	Sought Link

Class Index Entries may be prepared for above sought link as: sr no. 1, 2, 3, 7, 10.

Question bank:

Q1. Define chain procedure.

Q2. Write the merits of chain procedure.

Q3. Explain the various types of links in chain procedure.

Q4. Describe the method of chain procedure with example.

Q5. Who was the originator of chain procedure?

Q6. Difference between sought link & unsought link.

Q7. How subject heading are obtained from the class number of the book by

Unit –5

UNION CATALOGUE, COOPERATIVE CATALOGUING & CENTRALIZED CATALOGUING

UNION CATALOGUE

The word union catalogue is made from the two words union + catalogue = union catalogue i. e. The organisation of so many catalogues or combined catalogue of two or more than two libraries.

Definition of union catalogue

1. A catalogue listing in one sequence of the documents of two or more libraries. K. Larson
2. List of all documents of two or more libraries, giving the names of all the libraries where copies of each document can be found.
-- S R Ranganathan.

Compilation of Union catalogue

The success of the union catalogues depends on the structure largely followed in their compilation. The arrangement of entries may be dictionary pattern, classified sequence with alphabetical

Index and dictionary pattern with subject index and place index.

Advantages of union catalogue –

1. Union catalogue make available the information about the total recourse of the books stocked in the libraries of that particular area in which the system is adhered.
2. Union catalogue can be consulted more quickly than separate catalogues of the individual libraries.
3. Union catalogue provide guidance in selection of books and periodicals.

Definitions-

A situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit.

One simple form of cooperative cataloguing may be said to exist when a number of libraries take a share in the cost or work of providing and maintaining a centralized cataloguing bureau and reap the benefits acquiring form it.

OBJECTIVE OF COOPERATIVES CATALOGUING

The following are the basic objectives of cooperative cataloguing :

- (1) The basic objective is to affect economy in cost of cataloguing .
- (2) The union cataloguing produced in this way will help in finding location and selection of documents which cannot be easily known in its absence.

The most important objective is to reveal the total rescue of

- (3) a region which enables the users to select the desired materials .

BENEFITS OF COOPERATIVE CATALOGUING

Cooperative cataloguing provides the following advantages:

- (1) Better use of resources.
- (2) Standardisation of practices.
- (3) Economy in expenses.

- (4) Improvement in quality of services.
- (5) Preparation of union catalogue.

Essential elements for cooperative cataloguing

- . Use of same cataloguing code.
- . Use of same scheme of classification.
- . For cooperative cataloguing it is essential to use card as physical form of the catalogue.
- . The card that is being used for making entries of the documents should be of standard size, i.e. 12.5x7.5cm.
- . Library legislation

DEFINITION OF CENTRALIZED CATALOGUING

Centralized cataloguing is the cataloguing of documents by some central organisation.

ADVANTAGES OF CENTRALIZED CATALOGUING

The following are the advantages of centralized cataloguing.

- 1 the great advantage of it that it eliminates duplication of cataloguing work.
- 2 cataloguing is accomplished once for all at one central source instead of number of libraries, each compiling its own entries for one and the same book.
- 3 This system reduces the cost of cataloguing in individual libraries.
4. Normally there cataloguing work done by the central agency will be of a much higher standard than this work done in individual library

Cataloguing and it will prove to be a boon to inter library cooperation and to the serious users of more than one library.

- . The staff released from the routine work of cataloguing will be able to spend more time on other important readers' services.

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Forms OF CENTRALIZED CATALOGUING

- 1 card from
- 2 MARC (machine readable catalogue)
- 3 Information service
- 4 catalogue in publication (FIP)
- 5 cataloguing in sources
- 6 pre-natal cataloguing

QUESTION BANK

- Q-1 Define cooperation cataloguing
- Q-2 Define centralized cataloguing
- Q-3 Write any five need of cooperative cataloguing
- Q-4 Write the purpose of centralized cataloguing
- Q-5 Write the forms of centralized cataloguing
- Q-6 Full form of MARC
- Q-7 Full form of CIP
- Q-8 Explain the benefits of cooperative cataloguing
- Q-9 Write the objective of cooperative cataloguing
- Q-10 Describe the compilation methods of union catalogue
- Q-11 Difference between cooperative & centralized catalogue