UNIT 5  BASIC CONCEPTS

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5.0 OBJECTIVES

The library catalogue is an index to the contents of a library, which helps the reader in discovering and locating documents in a library. It is an important tool of a modern and well equipped library. It is very essential for the proper use of library resources, for easy and quick location of information contained in the library holdings. It is a key to unlock the resources of a library. In this Unit, you will be acquainted with the basic concepts of library catalogue and cataloguing. After reading this Unit, you will be able to:

- discuss the objectives and functions of a library catalogue;
- differentiate between a library catalogue and other library records;
- discuss the role of technology in cataloguing process; and
- explain symbiosis (mutual relationship) between classification and cataloguing.

5.1 INTRODUCTION

Library catalogue, said to be the mirror, reflecting the holdings of a library, helps the user to locate and access the material required by her/him. It identifies to the user the bibliographical details of books for the purpose of selection and study. The catalogue groups the books in the library according to author, subject and collaborator etc. By consulting the catalogue, a user can know the availability of all types of reading materials, both print and non-print in the library. It is a time saving device both for the user and the
library staff. A library catalogue is expected to satisfy every kind of bibliography i.e.,
 enquiry but it is obviously limited to the collection of a particular libraries.

5.2 LIBRARY CATALOGUE

An ideal and functional library facilitates its readers in many ways for optimum utilisation
of the resources by adopting certain techniques and operations like classification and
cataloguing etc. The extent of the use of resources greatly depends on an efficient,
effective and updated catalogue so as identify, locate and access the collection easily
and quickly. A comprehensive catalogue enhances the image and reputation of a library.
In this section, we shall discuss in detail the definition, purpose, objectives and functions
of a library catalogue.

5.2.1 Definitions

The word ‘catalogue’ has been derived from the Greek phrase ‘Katalogs’. It means a
list, register or complete enumeration of things. ‘Kata’ means, by or according to,
where as ‘logos’ means word, order, reason. Hence catalogue can be explained as the
work in which contents are arranged in a reasonable way or in a particular order or
according to a set plan.

The library catalogue can be defined as, “a list of documents of a particular library or
group of libraries arranged according to a systematic or logical order providing
bibliographical information along with a location mark for easy identification and quick
access”.

The Terminology Group at the International Conference on Cataloguing Principle (ICCP)
held at Paris in 1961 defined a catalogue as a, “Comprehensive list of a collection or
collections of books, documents or similar materials”. Ranganathan defined it as “a list
of documents in a library or collection forming a portion of it. It is a methodically
arranged record of information about bibliographical resources”.

According to C.A. Cutter, a library catalogue is a, “list of documents which is arranged
in some definite plan. As distinguished from a bibliography, it is a list of books in some
library or collections”.

The Oxford English Dictionary defines a catalogue as “usually distinguished from a
mere list or enumerated by systematic or methodic arrangement, alphabetical or other
order and often by the addition of brief particulars, descriptive or aiding identification
indicative of locality, position, date, price or the like”.

Hence a library catalogue can be defined as, “a list of documents (both books and
other reading materials) in the holdings of a particular library or group of libraries arranged
according to a set plan or recognised order and containing specified items of
bibliographical information for the purposes of identification and location of the material
catalogued”.

Self Check Exercise

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

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

1) State the definition of a library catalogue.

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5.2.2 Need

Libraries generally acquire reading and reference materials both in print and non-print forms for the benefit of readers for the purpose of study, reference and research. All the time the desired documents may not be available physically on the book shelves as these are issued and if the users go to the shelves directly without consulting the catalogue, they will think that these documents are not acquired by the library though actually these are possessed by the library. Besides, the non book materials cannot be browsed which are likely to miss the notice of readers. Further, the reader may waste her/his valuable time in locating the needed document without taking the call number from the catalogue. Because of these reasons, it is absolutely necessary that a library must prepare an effective catalogue ensuring the users for quick identification, location and access to the reading materials.

Self Check Exercise

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

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

2) State and explain the need for a library catalogue.

5.2.3 Objectives

Library catalogues are prepared to accomplish certain objectives as mentioned by the legend and genius in the field of cataloguing namely Cutter, Ranganathan and Lubetzky. In the opinion of Cutter, a catalogue should:

“1) enable a person to find a book, of which
   a) the author, or
   b) the title, or
   c) the subject is known.

2) show what the library has
   d) by a given author,
   e) by a given subject,
   f) in a given kind of literature.

3) assist in the choice of a book
   g) as to its edition by describing the work adequately for easy identification, or
   h) as to its character”
However, according to Ranganathan, “if a reader is interested in a subject which takes him to the library, his wants will be better served if the catalogue can spread before him a full, connected, panorama of all the materials on his desired subject, all its sub-divisions and all broader subjects of which it is itself a sub-division” (CCC, p. 81).

Further, Ranganathan has stated in the Library Manual about the objectives of a catalogue which can answer the following questions:

1) Is there a book in the library by such and such author? What are all the books in the library by her/him?
2) Is there a book in the library with such title?
3) Is there a book in the library by a particular editor, translator, reviser, compiler?
4) Is there a book on a specific subject and its sub-divisions?
5) Is there a book in a publisher’s series in the library?

Moreover, Ranganathan has analysed the objectives in the light of the Five Laws of Library Science and stated that the catalogue should be designed so as to:

1) disclose to every reader his or her documents;
2) secure for every document its reader;
3) save the time of the reader; and for this purpose
4) save the time of the staff.

However, Lubetzky is of the view that a library catalogue should serve “First to help for quick location of a particular publication, i.e. of a particular edition of a work which is available with library. Secondly to display the relevant and related documents of a given author”.

Self Check Exercise

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

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

3) Write objectives of library catalogue as stated by Cutter.

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5.2.4 Functions

The basic function of the library catalogue is to let know an enquirer whether or not a particular publication is in the collection of the library and if so where it can be found. It also reveals what material the library has on a given subject, author etc. Catalogue is a tool designed to enable the enquirer to find a particular book of which some or all the details are known; to survey the entire stock or sections of it; and to select the books which will best serve her/his purpose. The larger libraries and particularly national libraries can assume the bibliographical function appropriately. A library catalogue is expected to answer the following questions: Is a particular book available in the library?
Which books by a particular author are available in the library? Which editions of this particular book are available in the library? Which books by a particular author are in the library? Is there a book in the library with such and such collaborator – editor, translator reviser, compiler etc.? What are all the books in the library with him as collaborator? What are all the books in the library in that publisher’s series? Is there a book in the library on such and such subject? What are all the books in the library on that subject?

Shera, in emphasising the importance of a subject catalogue as opposed to a dictionary catalogue, enumerates the following functions of the subject catalogue: (1) to provide access by subject to all relevant material; (2) to provide subject access to materials according to the principles of subject organisation; (3) to bring together material of the same subject regardless of the disparities in terminology etc.; (4) to show affiliations among subject fields; (5) to provide entry to any subject field from most general to most specific; (6) to provide entry through any vocabulary common to groups of users; (7) to provide a formal description of the subject content of any bibliographic unit; and (8) to provide means for the user to make selection from among items in any particular category.

In the International Conference on Cataloging Principles, Paris it has been unanimously decided that the functions of the catalogue should be, an efficient instrument for ascertaining:

i) whether the library contains a particular book specified by
   a) its author and title or
   b) if the author is not named with book, its title alone, or
   c) if author and title are inappropriate or insufficient for identification, a suitable substitute for the title, and

ii) which works by a particular author and which editions of a particular work are in a library.

Hence the functions of a library catalogue can be summarised as:

1) It is the most important finding tool for staff reference but its primary task is to enable the readers to ascertain what books a library possesses.

2) It provides records in an order which helps the reader to know what those materials are, where they are, and to determine their character and suitability for that purpose.

3) It serves as an exhaustive bibliography on a subject.

4) It helps the library staff in ordering new books and to avoid duplication of the materials by checking the catalogue.

5) It displays the record of library’s resources with a view to making them easily accessible for study and reference.

6) It serves as a dependable tool for communication of ideas and subjects dealt within the books to readers who use the library.

7) It bridges the wide gap between the resources of rich collections of a library on one side and the users on the other side who are looking anxiously to satisfy their thirst for information by getting their desired documents without any loss of time.
5.2.5 Qualities

The requisites of a good catalogue should be considered for preparing a functional library catalogue which are enumerated as under:

i) **Accuracy:** Errors of spelling and style or format may be avoided. Inaccuracy of any type may lead to misunderstanding, loss of time and even dislocation of a card leading to disappointment to a reader. Cards should be carefully checked before filing.

ii) **Consistency:** The rules of cataloguing should be strictly adhered to so that consistency can be maintained. If an amendment in rules is required to be made due to some practical exigencies, it may be made only after a careful consideration of all the pros and cons. But once an amendment has been adopted, it should be followed consistently and there should not be after thoughts and frequent changes. All changes should be recorded in a file or on the cataloguing code for future reference and guidance.

iii) **Needs of Users:** A librarian should always keep the needs of the users in mind while deciding about the various entries in the catalogue. He should keep in mind the type of queries frequently made by the users. The catalogue should be so designed that it is able to satisfy the needs of majority of the users.

iv) **Arrangement:** The arrangement of content in an entry should be simple, uniform and easy to understand. It should not confuse the reader but give clear cut guidelines about the nature of the book and its location.

v) **Up-to-dateness:** There should be no time gap between acquisition and processing of books and between preparation of catalogue cards and their filing in the catalogue cabinet.

vi) **Multi-pronged approach:** The cataloguer should try to provide at least a few added entries in order to enable the users to locate a document from various angles i.e. author, title, editor, subject, joint author. The chances of retrieval of documents on demand increase with this multi-pronged approach.

**Self Check Exercise**

**Note:**

i) Write your answer in the space given below.

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

4) Mention the functions of a library catalogue as decided in the International Conference on Cataloging Principles, Paris.

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5.3 LAWS OF LIBRARY SCIENCE AND LIBRARY CATALOGUE

All the activities of the library revolve around the Five Laws of Library Science because these are the guiding principles for effective scientific planning of a library. For preparing
an effective catalogue, a number of guidelines are implied in these Five Laws enunciated by Ranganathan.

‘Books are for Use’, the First Law implies the need for organising the collections of a library for optimum utilisation by providing a number of physical facilities and providing reader services.

The physical form of a catalogue should be such that it is flexible, can be kept up-to-date, easy to consult and allows speedy search. It allows for addition of entries for new documents as and when added to the library. The users should know the scope, contents and coverage of documents by means of annotation and useful notes in a catalogue so as to make appropriate choice among various documents. The catalogue is the only medium to bring together the users and the collections leading to maximum use and satisfy the thirst for knowledge.

The Second Law states “Every Reader Her/His Book” which implies that various approaches of the users i.e. search by author, subject and title etc. should be satisfied. Many books are of composite nature. Neither the title nor the main entry may disclose the contents. This law requires that hidden contents should be brought to the notice of the readers by preparing subject analytical entries. So also the Third Law “Every Book its Readers” requires for preparation of analytical entries and cross-reference entries as and when necessitated, especially in case of books published under editorial direction (where a number of contributors contribute papers). Seminar/Conference proceedings and journals in which some of the articles/papers are highly needed by the readers are likely to miss the notice of the readers if only added entries are prepared. Instead they will be helped if analytical entries are prepared.

The Fourth Law “Save the Time of the Reader” ensures to save the precious time of the users. A catalogue should not only be simple in its design and construction but also up-to-date, communicable with elaborate guides. For effective use of the catalogue, user education/orientation programmes should be organised for the users.

‘Library is a Growing Organism’ is the Fifth Law which implies that catalogue also grows because of addition of books to the library. Keeping in view the changes and growth in nature and variety of publications, other forms of documents, needs of users and the advent of ICT has enormous impact on changes both in the physical form and internal structure of the catalogue. Change is a must and the library should prepare to face such challenges. Hence, while selecting a physical form decision should be taken on the basis of features like longevity, durability, space, simplification, portability, selectivity, flexibility and cost.

Self Check Exercise

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

5) Explain the implications of the Laws of Library Science in designing a catalogue.

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5.4 LIBRARY CATALOGUE VIS-A-VIS OTHER LIBRARY RECORDS

So far we have discussed the definition, purpose, and functions of a library catalogue. In a library certain other records are necessary, primarily for administrative and stock taking purposes.

5.4.1 Library Catalogue, Index, Shelf-List and Accession Register: A Comparison

Let us discuss such records and tools to know their differences in scope and utility.

i) Shelf list, Accession Register and Index

ii) Bibliographies

iii) Publishers Catalogues

Index means ‘to indicate’ or ‘to point out’ and we all know that at the end of a book there is an exhaustive index showing the list of terms along with the relevant page numbers for instant reference for easy retrieval of the information. Very often the index satisfies the subject approach.

<table>
<thead>
<tr>
<th></th>
<th>Library Catalogue</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Arrangement</td>
<td>A catalogue can be arranged alphabetically or in a classified sequence.</td>
<td>An index is always arranged alphabetically.</td>
</tr>
<tr>
<td>ii) Entry</td>
<td>Includes some descriptive specification of a document containing a subject.</td>
<td>Index entry only specifies the subject.</td>
</tr>
<tr>
<td>iii) Flexibility</td>
<td>New entries can be inserted in a systematic order at any time.</td>
<td>New subjects can be inserted any time.</td>
</tr>
<tr>
<td>iv) Purpose</td>
<td>It is a record describing the documents acquired by a library.</td>
<td>Provides access to any of bibliographical entries of the catalogue through author, title or subject.</td>
</tr>
<tr>
<td>v) Entries</td>
<td>Analytical entries may be prepared depending on the nature of the document.</td>
<td>No such entries are required in case of an index.</td>
</tr>
</tbody>
</table>

Shelf List

It is an inventory which records bibliographical data of items arranged exactly the same way as arranged on the shelves. Each title is represented by a card mentioning the author, title, edition, numbers of volumes, number of copies, call number and such other items as necessary. The call number determines the arrangement of the cards in the shelf list in the exact order of the arrangement of books on the shelves and a reader can easily obtain the needed book from the shelf by this number. A shelf list thus serves principally for inventory and control of the collection.

More or less the shelf list card is a duplicate of the main entry excepting the exclusion of notes, contents and tracing. To some extent, it resembles a classified catalogue i.e. a subject catalogue.
### Library Catalogue

| i) Users | It is an indispensable tool for readers as well as library staff. | It is consulted only by staff of the library. |
| ii) Degree of use | Used frequently. | Used usually at the time of book selection and stock verification. |
| iii) Arrangement | Arranged either alphabetically or in a classified sequence depending on the choice of the inner form of catalogue. | Always arranged in classified order. |
| iv) Form | May be in various forms like card, register or computerised. | Generally in card form. |
| v) Added and Analytical entries | Needs added entries to satisfy various approaches of the readers. | No such entries found in shelf list. |

### Accession Register

It is a very important administrative record in which books either purchased or received through gift and exchange are listed in chronological order date wise and assigned a number sequentially. The record contains the information about author, title, edition, date of publication, publisher, price, source of supply, sometimes the call number and remarks. As it is a date wise record of the collections and arranged according to serial number of the items, it cannot serve as a finding tool about the availability of documents of a library. In many libraries it also serves as a stock register. To get information from this register, one needs to know the accession number of the document.

<table>
<thead>
<tr>
<th>Library Catalogue</th>
<th>Accession Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) <strong>Purpose:</strong> Helps in identifying and locating a book in a library and serves as a retrieval tool.</td>
<td>Indicates the total collection of the library. Retrieval of books is not easy rather a time consuming process. Date-wise collections used by library staff only and fails to bring together the similar subjects together. Bibliographical details are much</td>
</tr>
<tr>
<td>ii) <strong>Use:</strong> Extensively used and brings all the like subjects together.</td>
<td></td>
</tr>
<tr>
<td>iii) <strong>Items of information:</strong> Detailed and useful Information about the document is given.</td>
<td>More less as compared to library catalogue. Used some times by staff only,</td>
</tr>
<tr>
<td>iv) <strong>Degree of use:</strong> Since it is an indispensable tool, it is used heavily both by the users and library staff.</td>
<td></td>
</tr>
<tr>
<td>v) <strong>Arrangement:</strong> Arrangement is done systematically either alphabetically or by call</td>
<td>Arranged chromo logically according to accession or serial number of the item.</td>
</tr>
<tr>
<td>vi) <strong>Form:</strong> Form may be in register/book, card or computerized form</td>
<td>Usually in a book/register</td>
</tr>
</tbody>
</table>
Self Check Exercise

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

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

6) State briefly the purpose of shelf list and accession register.

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5.4.2 Library Catalogue, Bibliography and Publishers’
     Catalogue : A Comparison

<table>
<thead>
<tr>
<th>Library Catalogue</th>
<th>Bibliography</th>
<th>Publisher’s Catalogue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Purpose: To serve the users and satisfy the laws of library Science.</td>
<td>Depends upon kind of bibliography. To bring to the notice of the readers select list of documents relevant to the study</td>
<td>Promotion for sale of books.</td>
</tr>
<tr>
<td>2) Function: Serves as retrieval tool.</td>
<td>Inventory functions</td>
<td>Inventory functions</td>
</tr>
<tr>
<td>3) Scope: Collection confined to a particular or group of libraries. However it is not restricted to subject or to only language or geographical area and time etc.</td>
<td>Normally it is restricted to a particular subject region, person or language. Importantly it is not confined to any library.</td>
<td>Resticatated to the books published by a particular publishers or a group of publishers.</td>
</tr>
<tr>
<td>4) Arrangement: Either alphabetically or acceding to call number.</td>
<td>Usually it is arranged alphabetically.</td>
<td>Subject wise alphabetically and again the list of document of particular subject arranged according to authors alphabetically. Librarians, faculties and scholars.</td>
</tr>
<tr>
<td>5) Users: Large number of uses including research scholars and library staff.</td>
<td>Mostly the scholars and library staff.</td>
<td>Occurs in the form of book (both printed or mimeographed)</td>
</tr>
<tr>
<td>6) Physical form: Found generally in card, register and computerized form.</td>
<td>Usually found in the form of book:</td>
<td>Information is inadequate. Highlights the special feature and revision, if any about the document.</td>
</tr>
<tr>
<td>7) Bibliographical information: Maximum information about the document along with availability and location mark is provided.</td>
<td>Likely to have useful information with an annotation for selecting the best document</td>
<td>Prepared from the documents them selves Does not follow any cataloguing codes</td>
</tr>
<tr>
<td>8) Preparation of entries: With the help of catalogue codes containing the rules for preparation of entries made basing on the needs of users.</td>
<td>Prepared acceding to some citation standards (e’g BIS: 2378 or 2381)</td>
<td></td>
</tr>
</tbody>
</table>

Some examples of publishers’ catalogues are:

- Books in print
- Ulrich’s International Periodical Directory,

Self Check Exercise

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

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

7) What is the distinct characteristic of library cataloguer that differentiates it from a bibliography?

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5.5 CATALOGUING AND THE ROLE OF TECHNOLOGY

As we know varieties of entries are prepared for the document to satisfy the various approaches of readers as the needs and requirements differ from one user to another. Hence the main entry and added entries are usually prepared for this purpose. Main entry provides maximum relevant and useful information about the documents. Where as, the added entries are prepared under a number of access points such as joint authors, editors, translators, title and series of the document consisting of brief information for easy location.

Cataloguing is the process of preparing entries for a catalogue.

The steps involved for making entries are enumerated as under:

i) Choice of access point / determination of heading and rendering for the above entries.

ii) Recording of information under various sections / areas of description of the entries.

iii) Determination of the style of writing and punctuation marks etc, as per international standard bibliographic description (ISBD).

iv) Writing call number in all the entries.

v) Filing of catalogue cards.

vi) Preparation of guide/ reference card, proper maintenance and updating of entries in the catalogue.

All this processes and procedures are involved in the act of cataloguing. Provision of detailed information facilitates a reader for selecting the needed documents. To help the cataloguer for cataloguing properly keeping in mind the expected approaches of the readers, the catalogue codes have been developed, designed and revised. The Classified Catalogue Code (CCC) was formulated by S. R. Ranganathan in 1934 is a user oriented code that provides rules for subjects entries and exhaustive rules for choice and rendering of bibliographic items for descriptive cataloguing. Likewise Anglo-American Cataloguing Rules (AACR) edition 1 and 2, 1988 revised edition, amendments and regularly incorporation of new rules for new items like “electronics resources” proves to be the most popular catalogue code. It follows International Standard Bibliographic Description (ISBD) format for the purpose of cataloguing which achieve uniformity, consistency and standardisation for preparing catalogue entries.
Besides, it is amenable for computerisation of library activities and leads to international library corporation, resources sharing and global networking.

**Guidelines to the Cataloguers**

i) He must be thorough and well versed with the rules of the catalogue code used for preparing entries. The information provided in the entry should be accurate and, most importantly, the choice of access point otherwise the needed document may not be located and the reader will be appropriate about the accessibility of that document.

ii) The title page is the main source of information to a cataloguer. However, some time the information contained in preface, table of contents and the body of the text etc. is also used for cataloguing non-book material. The cataloguer is expected to run the different materials like CD’s, micro film, video-cassettes and web resources.

iii) The information contained in the catalogue entries should be sufficient enough to provide access points to satisfy the multifarious approaches of the users.

iv) All the entries for a book should be filed immediately before they are sent to circulation section. The entries of all the lost, damaged and withdrawn books be removed from the catalogue to ensure that the catalogue is kept live and update. Proper maintenance, use of guide cards and training to the users on how to use the catalogue important for optimum utilisation of resources of the library.

Due to unprecedented growth of publications, it is difficult to know the location, availability of publication with the help of traditional/manual methods. But with the advent of IT and Information communication Technology (ICT), it is possible to ascertain what information exists and where. Many libraries are computerized and networked so that they can have access to the resources of other libraries through online access i.e. the catalogue entries are stored and searched for display as desired by the user.

In the context of cataloguing process, there is no scope for computer to create the basic entry as it involves technical skill and expertise in subject field. But once the data is entered and suitable software package is in use, then the computer is capable enough for preparing highly complicated type of catalogue for control of information. It can manipulate the entries and the list of books be displayed easily either under a particular title, subject even under a particular publisher and in a specific year. We have to grab this opportunity offered by IT so that maximum benefit can be given to the users for best exploitation of the resources of other libraries.

**Self Check Exercise**

**Note:**

i) Write your answer in the space given below.

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

8) Name four important catalogue codes known to you.

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5.6 SYMBIOSIS

Classification helps to arrange documents on the shelf in a logical order bringing together documents on like subjects and separate those on different subjects. Library catalogue interprets the collection of the library and helps the user to select and locate the desired document. These are two interrelated processes which help the readers in laying hands on their requisite information. Classification and cataloguing satisfy the laws of library science and work for their mutual help. Where classification fails to satisfy the need of the users, catalogue, comes to the rescue by preparing the suitable entries and vice versa. This mutual relation between classification and cataloguing is termed as symbiosis. This mutual cooperation is necessary for providing effective and expeditious services to the clientele.

Now let us discuss the possible areas where the classifier comes to the aid of cataloguer:

i) Use of classification scheme automatically brings a systematic and logical order of the documents on shelf as well as the entries in the classified part of a catalogue. All the books on a subject and its subdivisions are arranged in close vicinity due to classification.

ii) According to the Canon of Pre-potence, the call number is an individualising number, a part of the leading section of the main entry. As such the place of main entry among various entries is totally concentrated in the leading section.

iii) The class number assigned by the classifier helps the cataloguer in assigning subject headings to a document.

iv) The class index entries are derived from the class number.

Similarly, the cataloguer helps the classifier, as mentioned below:

i) Some books deal with more than one subject or are interdisciplinary in nature but are classified in one place only. To bring to the notice of the readers, the cataloguer prepares more than one subject entry providing access from different subjects dealt with therein.

ii) In case of books bound together/printed together in one cover, another main entry is to be prepared for the second book as the book will have one place only on the shelf as per the classification number assigned. Hence by preparing cross reference entries the location of second part of the book can be shown to the users. So also for seminar and conference proceeding and edited books etc., analytical entries are prepared under the specific articles/papers contained in the above documents.

iii) The books acquired by the library may not be available all time on the shelves as these might have been issued or misplaced making the reader to think that these books are not available in the library. A library catalogue will inform the reader about the availability of such books in the library.

Hence, both classification and cataloguing act as complementary and supplementary to each other for effective organisation of collection and providing best services to the users.
Self Check Exercise

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

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

9) Explain briefly complementary nature of classification and cataloguing.

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5.7  SUMMARY

In this Unit we have studied some of the basic concepts of the library catalogue and cataloguing. The definition, objective/purpose, and the different functions of a library catalogue are explained with reference to the various approaches of readers in using the collection of a library. The implications of the Five Laws of Library Science are explained in relation to a library catalogue and cataloguing. The Five Laws not only provide useful guidelines for the preparation of library catalogue but also emphasise the need for saving the time of reader in the use of the library. The catalogue vis-à-vis other library records such as accession register, shelf list, bibliographies, and trade catalogues are highlighted with illustrative examples. Cataloguing as a process in organising a library collection has been briefly explained along with provision of some guidelines to cataloguers. The complimentary and supplementary nature of the twin library operations of cataloguing and classification are indicated. The usefulness of a library catalogue as a reference tool is also briefly mentioned.

5.8  ANSWERS TO SELF CHECK EXERCISES

1) Library catalogue may be defined as a list of documents and other materials organised in a systematic order available in a library.

2) The basic purpose of a library catalogue is to serve as a guide to the collection of materials acquired for the library. Primarily the library catalogue reveals to users of a library the document in a library and helps the person in finding out whether documents of the person’s interest are available in the library or not. It also serves users as a retrieval tool.

3) According to C.A. Cutter, a library catalogue should:

   i) enables a person to find out a document of which

      a. The author, or
      b. The title, or
      c. The subject is known

   ii) Show to user what the library has

      a. by a given author
      b. on a given subject
      c. in a kinds of literature
iii) Assist users in the choice of a document
   a) as to its edition (bibliographically)
   b) as to its character (literary or topical)

4) In the I.C.C.P. Conference it has been on unanimously decided that the function of the catalogue should be an efficient instrument for ascertaining
   i) Whether the library contains a particular book specified by
      a) its author and title or
      b) If the author is not named with book, its title alone, or
      c) If author and title are inappropriate or insufficient for identification, a suitable substitute for the title.

5) Laws of library science/implication for a library catalogue
   a) Books are for use
      Accessibility to library collection through a well designed physical form of a catalogue as well as the inner structure of a catalogue entry and their organisation.
   b) Every reader his book.
      The physical form as well as it is internal structure of library should be designed to help every type or category of users, such as a children, specialists or physically handicapped persons.
   c) Every book its reader
      Provision of analytical entries for document to reveal the hidden contents of documents.
   d) Save the time of reader
      All possible approaches to the catalogue through author, title, and subject indexes, cross references entries, and guidelines in the use of the catalogue, all these provide speed of service.
   e) Library is growing organism
      Provision to adopt a library catalogue to changes in publications (both paper-print and electronic) and changing needs of users and other environment factors.

6) An accession register and a shelf list are essential management records of a library and are not meant for public use. Accession register is a data-wise record of reading materials acquired by the library, giving all details about the documents, arranged in the serial order of documents. A shelf list reflects the arrangements of documents on the shelf. Their purposes are different and hence they cannot be used as a substitute for a library catalogue.

7) A bibliography is an organised list of reading materials of a particular author or particular subject or a particular geographical region. It is not limited to collection of any particular library. A library catalogue is list reading and reference materials. Acquired by a library. This feature differentiated a library catalogue from bibliography.
8) The important cataloguing codes are as follows:
   a) Anglo-American Cataloguing Rules, 1908.

9) Catalogue and Classification are two interrelated processes that are performed in a library. The basic purpose of these two operations is to aid users in locating and selecting appropriate reading materials required for study, research or any other organisation of documents on the shelves of library while a catalogue serves the purpose of a retrieval tool and also project the contents possessed by a library. All these mechanisms are to a large extent complementary to each other, and together they serve the users in an effective manner to use the library collection. Between themselves, they rectify the shortcoming or limitations of each other.

5.9 KEYWORDS

Analytical Entries : Entries that go into a catalogue for parts or chapters of a document.

Bibliographical Data : Data comprising author, title, editor, publisher, place of publishing, year, number of pages, illustrations, etc.

Canon of Prepotence : The potency to decide the position of an entry among various entries in a catalogue should if possible be concentrated totally in the leading section and the highest potency i.e. power/strength lies in the entry element that is on the class number and further if total concentration is not possible in the leading section then it flows to the next section that is heading section and the least potency lies on the last section that is the accession number.

Cross Reference Entries : Directing elements connecting two related entries, one of which leads to the other, also called see and see also entries.

Index : To indicate or to point out. Provides access to any of the bibliographical entries of the catalogue through author, title or subject index.

Inventory : A detailed, often descriptive list of something.

Linear Arrangement : Arrangement one after another, as in a line on library shelves.

Machine-Readable Form : A form of document, readable only by a machine such as a computer or microform reader.

Standard Format : Recognised and accepted organisation of bibliographic data of a document.
**Symbiosis**: The mutually beneficial partnership between classification and cataloguing.

### 5.10 REFERENCES AND FURTHER READING

