8.0 OBJECTIVES

In this Unit we introduce the Anglo-American Cataloguing Rules 2, Revised edition, 2002 (AACR-2R), the card catalogue and the details of information to be included in a catalogue entry. After reading this, Unit you will be able to:

• explain the structure of AACR-2R;
• distinguish the areas of description to be included in the catalogue card according to AACR-2R;
• describe the catalogue card and its parts; and
• state the sequence of the descriptive elements, punctuation used between areas and elements.
8.1 INTRODUCTION

Anglo American Cataloguing rules is a content standard for resource description and access. The internationally accepted rules of AACR-2R guides us about the bibliographic information that we need to provide for any type of document.

The history of AACR-2R could be traced from Anglo-American Cataloguing Code of 1908. Subsequently, the 1908 Code was revised and published as ALA Cataloguing Rules in 1949. After the International Conference on Cataloguing Principles (ICCP) in 1961, the new code was published in 1967 known as AACR (Anglo-American Cataloguing Roles). The same has been revised in 1978 and published as AACR 2nd edition.

AACR-2 has been updated by occasional amendments, and was significantly revised in 1988 (2nd edition, 1988 revision) and 2002 (2nd edition, 2002 revision). The 2002 revision of AACR-2 brought in major revision of the rules dealing with serial publications and sections for non-book materials. A schedule of annual updates began in 2003 that ceased with 2005 publication and has been succeeded by Resource Description and Access (RDA). RDA was released in June 2010. The primary distinction between RDA and AACR is structural. The structure of RDA is based on the Functional Requirements for Bibliographic Records (FRBR). The Library of Congress, National Library of Medicine, National Agricultural Library, and several other institutions and national libraries of other English-speaking countries started a formal test of RDA in 2010, the result of which was published in 2011. RDA is still in a testing phase and will take some time to be internally acceptable. Hence for our cataloguing practice we will work on AACR-2R (2002) which is still prevalent throughout the world.

In this Unit we will discuss the basic structure of AACR-2R, types of entries, style of writing and the items to be provided in the catalogue entry. The cataloguing practice will be done on standard size cards of 12.5 cm. x 7.5 cm. (5“x3” ) as is done in the case of manual process of cataloguing.

8.2 STRUCTURE OF AACR-2R

Anglo-American Cataloguing Rules, edition 2, 2002 Revision consists of two parts. Part 1 covers rules for standard description of all kinds of materials. Part 2 deals with the determination and establishment of headings or access points in the catalogue, uniform titles and references. The rules in these parts proceed from general to specific. Part II is followed by appendices.

In part 1, the basic rules for the description of all library materials are included in Chapter 1. They are of general applicability. The rules for specific types of materials are given in Chapters : 2-12 and Chapter 13 deals with analytical entries.

The areas/items to be included in the description are:

- Title and statement of responsibility
- Edition
- Material or type of publication specific details
- Publication, distribution, etc.
- Physical description
In part 2, the rules for determination of choice of access points and form of headings are provided. These rules are applicable to all library materials irrespective of the medium. Chapter 21 deals with choice of access points and chapter 22 to 26 with construction of access points. There are no chapters in between 13 and 21. The appendices A-E provide rules for capitalisation, abbreviations, numerals, glossary and initial articles.

Let us discuss the types of entries, sequence and the punctuation used between the descriptive elements in the next section. Before we go into the details of the entries and punctuation marks used, we have to know the extent of description to be included in the catalogue.

### 8.3 Levels of Description

First, you have to determine whether all the elements of description have to be included in the catalogue or not. The catalogue entries vary from library to library on the basis of description of the items. The descriptions are categorised into levels on the basis of amount of information to be included. The code has recommended that all descriptive elements may not be useful to all types of libraries. The inclusion of these descriptive elements is categorised according to three levels. The library can choose any level of description for all the materials. The library also has a choice to use all the levels in one catalogue, depending on the type of materials described.

First level provides minimum information, which is necessary to identify a given document. This level is used in small libraries. The second level can be called a standard description. It provides all the data, which may be considered necessary for description of documents. This level is used for medium to large-sized libraries. This is normally used by the majority of libraries, as it serves the requirements of most users. The third level provides description of the documents covering every possible element of description included in the code. This level is used in large and special libraries.

In these Units we will be following the second level for description of materials. Your library however, may choose any level of description, but the heading and access points will be the same. Now let us look into the elements included at different levels.

#### 8.3.1 First Level of Description

The first level of description includes at least the elements set out in this schematic illustration:

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

For the second level of description, it includes at least the elements set out in the schematic illustration below:

<table>
<thead>
<tr>
<th>Title proper [general material designation] = parallel title: other title information/first statement of responsibility relative to the edition.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

Note the difference between the first and second level of description of a title illustrated below:

1st level of description

<table>
<thead>
<tr>
<th>Ball, Avis Jane.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caring for an aging parent.</td>
</tr>
<tr>
<td>134p.; 24cm.</td>
</tr>
</tbody>
</table>

Same book under 2nd level of description will be:

<table>
<thead>
<tr>
<th>Ball, Avis Jane</th>
</tr>
</thead>
<tbody>
<tr>
<td>134p.: 24 cm. - (Golden age books).</td>
</tr>
<tr>
<td>Previous ed. Published as: What shall I do with a hundred years? 1982.</td>
</tr>
</tbody>
</table>
8.3.3 Third Level of Description

For the third level of description, include *all elements set owf* in the rules that are applicable to the item being described. This applies in very rare cases.

Self Check Exercises

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

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

1) How many parts are there in AACR-2R? What are they?

2) How many levels of description are there? What is the difference from one level to another?

3) How is the choice of level of description made?

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8.4 STYLE OF WRITING

Let us discuss the card catalogue and types of entries before we study the description and other details of an entry.

In the Cataloguing Theory Course, you have learnt about the various physical forms of catalogues. You have also learnt the advantages of card catalogue. The card catalogue is the most popular tool used in libraries. The entry is made on standard size cards of 12.5 cm. × 7.5 cm. (5″ × 3″). Certain vertical and horizontal lines are drawn on the card. The vertical lines are known as indentions. There are two vertical lines and one horizontal line in red.
The first vertical line is known as the first indentation and the second vertical line is known as the second indentation. There is one more indentation known as third indentation, but this is an imaginary line on the card.

The horizontal line is used for writing the heading of this entry.

The vertical lines (indentions) and the horizontal line are shown in the following illustration.

Card No.1

First indentation  
Second indentation  
Third indentation (Imaginary Line)  
Horizontal Line

The card, which is illustrated above, was used for making an entry earlier when libraries were following manual system for catalogue. Normally, a card used to contain a hole at the middle bottom to facilitate holding of cards through a rod attached under the catalogue tray, the entries may be of different types. Now, let us see the different types of entries made according to AACR-2R.

8.5 TYPES OF ENTRIES

You may be aware that when a reader wants a book, he approaches the catalogue to look under the name of the author, joint author, title, subject, series, etc. They are called access points. A number of entries are prepared to satisfy different approaches. The number of access points (approach points) depend upon the nature of the document or item to be catalogued or approach of the users. There may be two or more entries prepared for each item.

The catalogue entries can be categorised into two types:

1) Main entry

2) Added entry

Every document will have a main entry. The number of added entries vary from document to document depending on the nature of the document as mentioned above.
8.5.1 Main Entry

The AACR-2 defines the main entry as “the complete catalogue record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracings of all other headings under which the record is to be represented in the catalogue”.

Generally, the main entry is author entry in AACR-2R. In some cases, a title entry may also become the main entry depending on the nature of the document.

8.5.2 Added Entry

Added entries provide access to other headings in addition to that of the main entry heading. It is a secondary entry under which a bibliographical entity is represented in the catalogue. The AACR-2R defines an added entry as “An entry, additional to the main entry, by which an item is represented in a catalogue: a secondary entry”.

The added entries are prepared under the headings of any one of the following:

- **Joint author, title, series, collaborators, subject, etc.**

The description in the main entry and added entry depends upon the system followed by the library. We will follow the Unit Card System for inclusion of description in the entries. Unit card is a “basic catalogue card in the form of a main entry which when duplicated may be used as a unit for all other entries for that work in the catalogue by the addition of the appropriate heading” (ALA rules 1949 and AACR-1).

In the unit card, the contents in the main entry and the added entry are the same. However, an additional heading is added in case of an added entry. This heading of the added entry is the access point. The tracing in the main entry will facilitate us to know the number of added entries prepared.

Till now, you have learnt about the two types of entries, i.e., the main entry and one or more added entries for every item catalogued.

**Self Check Exercises**

**Note:**

i) Write your answers in the space given below.

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

4) What is the size of the catalogue card? What are the different lines on the card?

5) What are the different types of entries?

6) How many entries are prepared for each item catalogued? What are they?
8.6 ITEMS IN THE CATALOGUE ENTRY

You have learnt about the types and number of entries to be prepared for each item to be catalogued. You have to learn in detail each element of information to be included in every entry. The total information that is to be included is to be taken from one or more sources of information. However, if the information is not supplied in the title page, the information may be taken from any other bibliographical sources. The information, taken from outside the title page should be enclosed in square brackets.

Let us discuss the details of information to be written in a catalogue entry. Broadly, the details are:

- Heading
- Descriptive elements
- Punctuation marks
- Call number
- Tracing

8.6.1 Heading

Heading is the word or word groups under which the entry is made. This may be the name of a person, a corporate body, pseudonym, or the title of the book.

In the case of name of a person, the heading comprises of the surname (family name), followed by the forename (personal name) of the person. For example:

Card No.2

Surname | followed by a comma | personal name
---|---|---
Mukherjee | Ajit Kumar.

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 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 indention, all the information about the collaborators,
8.6.2 Different Areas and Descriptive Elements

The description of every document is categorised into areas. Each area consists of elements.

Every area of description is connected with a punctuation of a full stop, space, dash and space (., —). The elements are connected with different punctuation marks. Let us discuss the areas of description in detail.

Title and Statement of Responsibility Area

This area consists of the following elements:

i) Title proper

ii) General material designation (GMD)

iii) Parallel title

iv) Other title information

v) Statement of responsibility

i) Title Proper

Rule 1.1B1 states how to record the title in an entry. It directs to transcribe the title proper exactly as to the wording, order and spelling, but not necessarily as to punctuation and capitalisation.

The title proper is written from the second indention and continued from the first indention.

If there is any alternative title, it should be treated as part of the title proper. If the work contains an alternative title, the first part of the title is to be given with a comma and the word, or its equivalent with commas and the first word of the alternative title should start with a capital letter as illustrated below:

A book of bits, or, A bit of a book/ by Mike Milligan.
ii) General Material Designation (GMD)

This indicates the class of material to which it belongs and it is an optional addition. The AACR-2R gives two types of GMD, (i) British use and (ii) North American use. The following is the list of GMD:

<table>
<thead>
<tr>
<th>British Agencies</th>
<th>North American Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>braille</td>
<td>art original</td>
</tr>
<tr>
<td>cartographic material</td>
<td>art reproduction</td>
</tr>
<tr>
<td>computer file</td>
<td>braille</td>
</tr>
<tr>
<td>graphic</td>
<td>chart</td>
</tr>
<tr>
<td>manuscript</td>
<td>computer file</td>
</tr>
<tr>
<td>microform</td>
<td>diploma</td>
</tr>
<tr>
<td>motion picture</td>
<td>filmstrip</td>
</tr>
<tr>
<td>multimedia</td>
<td>flash card</td>
</tr>
<tr>
<td>music</td>
<td>game</td>
</tr>
<tr>
<td>object</td>
<td>picture</td>
</tr>
<tr>
<td>sound recording</td>
<td>globe</td>
</tr>
<tr>
<td>text</td>
<td>kit</td>
</tr>
<tr>
<td>video-recording</td>
<td>manuscript</td>
</tr>
<tr>
<td></td>
<td>map</td>
</tr>
<tr>
<td></td>
<td>microform</td>
</tr>
<tr>
<td></td>
<td>microscopic slides</td>
</tr>
<tr>
<td></td>
<td>model</td>
</tr>
<tr>
<td></td>
<td>motion picture</td>
</tr>
<tr>
<td></td>
<td>music</td>
</tr>
<tr>
<td></td>
<td>picture</td>
</tr>
<tr>
<td></td>
<td>realia</td>
</tr>
<tr>
<td></td>
<td>slide</td>
</tr>
<tr>
<td></td>
<td>sound recording</td>
</tr>
<tr>
<td></td>
<td>technical drawing</td>
</tr>
<tr>
<td></td>
<td>text</td>
</tr>
<tr>
<td></td>
<td>toy</td>
</tr>
<tr>
<td></td>
<td>transparency</td>
</tr>
<tr>
<td></td>
<td>video-recording</td>
</tr>
</tbody>
</table>

The terms from the above list are used in all descriptions for which general material designations are given.

The punctuation for the GMD is a square bracket, i.e., it has to be transcribed immediately following the title proper.

An example is given below:

Roads of New Delhi [cartographic material]. This is the British way of transcribing. North American System is: Roads of New Delhi [map]

AACR-2R further states that this type of giving information is only optional

iii) Parallel Title

Parallel title is the title in another language or script. It has to be recorded in the order found in the item to be catalogued as per rule 1.1D1 which states that it should be in the order indicated by their sequence on the chief source of information.
The parallel title has to be preceded by the punctuation “=” (equal sign). An example is:

**Card No. 4**

<table>
<thead>
<tr>
<th>Dante, Alighieri.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On world government =De monarchia / Alighieri Dante</td>
</tr>
</tbody>
</table>

**iv) Other Title Information**

Other title information such as sub-title is to be given, following the title proper or parallel title to which it pertains.

The punctuation for other title information is “:” (colon).

Card No. 5 is an example of transcribing other title information and the punctuation for the second part of the title.

If the other title information is lengthy, it can be given either in a note or can be abridged. When other title information is being abridged, see that there is no loss of essential information. Never omit the first five words of the other title information. Indicate omission by the mark of omission.

**Card No. 5**

<table>
<thead>
<tr>
<th>King, Martin Luther.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stride toward freedom the Montgomery story / by Martin Luther King.</td>
</tr>
</tbody>
</table>
This shows the other title information given with a colon.

v) Statement of Responsibility

It identifies the persons responsible for intellectual or artistic content of the item or corporate bodies from which the content emanates. In other words, it is the author statement relating to the work.

The punctuation used for statement of responsibility is a diagonal slash "\(/\). If there are more than one statement of responsibility, each has to be preceded by a semicolon (other than the first).

In the above example, the repetition of Martin Luther King after a slash (/) is a statement of responsibility.

Another example (Card No. 6) shows how to represent when there are more than one statement of responsibility:

Card No. 6

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Austen, Jane.</td>
<td></td>
</tr>
<tr>
<td>Northanger Abbey / by Jane Austen,</td>
<td></td>
</tr>
<tr>
<td>With an Introduction by Austen Dobson,</td>
<td></td>
</tr>
<tr>
<td>illustrated by Hugh Thomson.</td>
<td></td>
</tr>
</tbody>
</table>

Edition Area

The AACR-2R rule no. 1.2B1 states that the edition statement has to be transcribed as found on the item. Standard abbreviations and numerals have to be used in place of words.

The edition area has to be preceded by the punctuation full stop, space, dash and space ( . — — ). It is transcribed after the statement of responsibility. See the worked out examples (Card No. 7 and 8).
Card No. 7

Bloomfield, Molly M.


In this example the edition statement is given after the name of the author (statement of responsibility) full stop, dash and space (—). Edition statement is to be written in numbers if it is given in the book as ‘4th edition’.

Next example shows the responsibility statement of an edition.

Card No. 8

Shaw, Wilfred.


In this case the third edition has been revised by John Howkins and this statement is given after the edition number following a slash (/). This is called a ‘statement of responsibility of an edition’.

Material (or type of publication) Specific Details Area

This area is not used for printed monographs but, used in the description of cartographic materials, music, computer files, serial publication, microforms and in some other circumstances.
Publication, Distribution, etc. Area

This area is used to record information about the place, name and date of all types of publishing, distributing, releasing and issuing activities (Rule 1.4B1).

The Card No. 9 shows how the information about place of publication, name of the publishers and date of publication are to be recorded:

Card No. 9

<table>
<thead>
<tr>
<th>Udolf, Roy</th>
</tr>
</thead>
</table>

New York is the place of publication. Before writing New York a full stop and a dash are to be provided. Next is the name of the publisher, which is preceded by a colon. The year 1987 is the date of publication of the 2nd edition. It is written after a comma. Refer also to card Nos. 7 and 8. In these two examples place; name of publisher and date of publication have been provided. In case of example 7, the date of publication has been shown c1987. Here c stands for copyright in the book, only the copyright date has been given and not the date of publication; hence in such cases it should be shown accordingly. If no date of publication, distribution, etc., copyright date, or date of printing appears in an item, supply an approximate date of publication. For example:

[1962 or 1963] one year or the other
[1954?] probable date
[ca. 1950] approximate date
[196-] decade certain
[18-] century certain
[18-?] probable century

If place of publication is not available write [s.l.], which means sine loco or its equivalent in non roman script. Similarly if publisher’s name is not available write [s.n.] which means sine nomine.

Physical Description Area

Physical description of an item includes the number of volumes, pages, illustrative matter and the size. This is also known as collation. This is recorded in a separate
para. (Rule 4.5A.1). In case it is continued along with earlier areas, it should be
separated by a full stop, space, dash and space.” However, it can also be continued
along with the earlier areas of description with the punctuations assigned for the area.
However, we are treating this area as a new paragraph.

Punctuation to be used in this area is shown in Card No. 10:

**Card No. 10**

<table>
<thead>
<tr>
<th>Udolf, Roy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handbook of hypnosis for Professionals</td>
</tr>
<tr>
<td>xvii, 510p. : ill.; 25 cm.</td>
</tr>
</tbody>
</table>

The description on the physical aspect of the book is written in a separate paragraph.
The elements are page numbers, (p. is for pages). The preliminary pages are in
Roman number and other in Arabic. A full stop and a colon follow Page number. The
mark ill. is for illustration and lastly, dimension of the book (generally the height of the
book) in centimeter. A fraction of a meter is to be converted to the next higher
number. The size of the book is preceded by a colon. In case there are no illustrations,
the physical description for the above book will be written as:

xvii, 510p.; 25cm.

**Series Area**

Sometimes books are published under series. This information is to be provided
after the physical description and the series statement is to be enclosed in parentheses.
Before transcribing the series statement it is to be preceded by the punctuation (. -).
Some of the series may have further elements like:

i) Statement of responsibility, i.e., an editor of the series usually

ii) Sub-series

iii) International Standard Serial Number

iv) Number of the series and also may be for the sub-series.

The sequence of transcribing and the punctuation marks that are to be used are
shown in Card No. 11.
Sterfield, Robert.

xiv, 187p.; 23 cm. - (American University studies series v.5, philosophy; v. 47).

In this case the main series is the American University studies series v. 5 and Philosophy is sub-series with its own number.

In case the series has a statement of responsibility the series information will be immediately followed by ';' and statement of responsibility, followed by comma and ISSN, if any.

**Note Area**

*There are cases where all the information about a document cannot be given in the areas so far stated. In such cases, when further description of a document is necessary, it is given as notes, usually in a separate paragraph. Some of the items in the note area will be:*

i) Nature, scope or artistic form
ii) Language
iii) Source of title proper
iv) Variations in title
v) Parallel title
vi) Statement of responsibility
vii) Edition or printing history of the index
viii) Material specific details
ix) Publication, distribution
x) Physical description
xi) Accompanying material
xii) \Series
xiii) Dissertation
xiv) Contents
We can give any information if it is helpful to the readers for identification of the document.

Prefer to give notes in a separate paragraph. In the example shown in Card No. 12 some items are provided in the note area:

Card No. 12

<table>
<thead>
<tr>
<th>Ball Avis Jane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caring for an aging parent: have I done all I can? / Avis Jane Ball. - Buffalo, N.Y: Prometheus Books, 1986.</td>
</tr>
<tr>
<td>134p.; 24 cm. - (Golden age books)</td>
</tr>
<tr>
<td>Previous ed. Published as: What Shall I do with a hundred years? 1982</td>
</tr>
</tbody>
</table>

This book was previously published with a different title and that information is given in the note area. This is only one type of note but you can give more information when warranted. Each note area is to be preceded by full stop, space, dash, space; in case notes are continued or you may start a new paragraph for each note. Some typical examples of notes are given below:

- Adaption of Gitanjali/R.N. Tagore.
- Based on novel by Thomas Hardy.
- Thesis (MLPhil.) — University of Delhi, 1992.
- For children aged 7-12.
- Issued also on cassette.
- Library lacks v. 3
- Library has v. 1, 4-8
- With: /Candles at night/A, Napier
- Contents: A glorious court/Theodore C. Blegen. - Bound Fragments of time/James Ford Bell

**Standard Number**

The Standard Number of the book — International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) may be written either in
continuation or in a separate paragraph. If it is to be written in continuation, the area
should be preceded by full stops, space, dash, and space (——). Give such number
with the agreed abbreviation and standard spacing or hyphenation, viz.,

Card No. 13

<table>
<thead>
<tr>
<th>418</th>
<th>Carter, Ronald</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR</td>
<td>Vocabulary: applied linguistic</td>
</tr>
<tr>
<td></td>
<td>Perspectives of Ronald Carter. - London:</td>
</tr>
<tr>
<td></td>
<td>Xviii, 249p; 23 cm. - (Aspects of</td>
</tr>
<tr>
<td></td>
<td>English).</td>
</tr>
<tr>
<td></td>
<td>ISBN 0-04-418007-1</td>
</tr>
<tr>
<td>13978</td>
<td>I. English language- usage I. Title.</td>
</tr>
<tr>
<td></td>
<td>II. Series.</td>
</tr>
</tbody>
</table>

8.6.3 Call Number

The Call Number consists of Class Number and Book Number. The call number is
provided by the classifier and usually recorded on the verso of the title page. In the
example (Card No. 13) 418 is the Class Number and CAR is the Book Number.
Both taken together is the Call Number.

Location on the card

Class number is transcribed one line above the first horizontal line after leaving one
space from the left edge of the card. Book number is transcribed on the first horizontal
line after leaving one space from the left edge of the card.

8.6.4 Accession Number

The accession number is the serial number of the item acquired in the library and is
transcribed in the catalogue entry. This is for the use of library staff. Libraries may not
transcribe the accession number in added entries. This is usually recorded on the
verso of the title page,

There is no rule prescribed for this purpose. For the sake of uniformity, we will
transcribe the accession number on the 5th line from the red horizontal line of the
card, as is done in the example card no. 13.

We have completed the items to be included in the catalogue entry. The number of
areas/elements are many and it may be difficult for a beginner to remember in a
sequence. It may also be difficult to remember the punctuation marks to be preceded
by each element. It is necessary to remember the location of each area/element in the
catalogue entry. Now, let us consolidate all the items and prepare a skeleton card for ready reference.

8.6.5 Punctuations

While describing all the areas and the elements, we have also been discussing the use of punctuations. Punctuations prescribed in the code should be followed as it is. The style and type of punctuation so far described above is again explained in the skeleton card below. This will facilitate you to remember when, where and what type of punctuation is to be used.

8.7 SKELETON CARD

The skeleton card with punctuation marks, descriptive areas/elements is given to create the confidence to write the description. The sequence of description and punctuation marks are common to all the items to be catalogued. The remembrance of the skeleton card will help in cataloguing practice. You have to follow the cataloguing practice as given in skeleton card specially with reference to paragraphing. The entries in bibliographies and in a few published documents, you come across, may contain all the elements written in a single paragraph. Some of the computerised catalogues also do not follow paragraphing.

Card No. 14

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Name of author</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title: sub-title / Name of the author (s); Collaborator (s); Edition if any; Place of Publication: name of the publisher, date of publication. Acc.No: No. of pages; size of the book in cm. (series / editor of series, ISSN of series; No. of the series).</td>
</tr>
</tbody>
</table>

The skeleton card gives the general descriptive elements applicable to most of the items. The additional description is given whenever the item has the additional information. Note the type of punctuations used for each element. Once you remember the skeleton card your job becomes easy.

In case of unit card system the added entry for the above skeleton card is prepared by adding the added entry heading above the name of the author from second indention. We will discuss this in the next section.
Self Check Exercises

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

7) What is punctuation? What punctuation precedes each area of description?

8) What are the different areas of second level of description?

9) What is a Call Number? Where is it transcribed on the catalogue entry?

10) What is tracing?

11) What is the chief source of information for a book?
So far we have been discussing the format of the main entry in a unit card system. Added entries are prepared to provide access to document through other heading viz. title of the document, subject heading, joint author, other collaborators etc. The added entries are secondary cards prepared to help in searching a document through other access points. Added entries are mentioned in the main entry card in the tracing section. The tracing section directs you to what additional entries have been prepared for the document. The body of contents of the main entry card and the added entries remains the same in unit card system. In the added entries additional heading is added on the top of the card to indicate the access point. This is illustrated with the following example:

**THE DEVIANT PUPIL**

**SOCIOLOGICAL PERSPECTIVES**

V.J. Furlong

Open University Press

Milton Keynes

<table>
<thead>
<tr>
<th>Other Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Call No.</td>
<td>371.93 FUR</td>
</tr>
<tr>
<td>Accession No.</td>
<td>7862</td>
</tr>
<tr>
<td>Pages</td>
<td>xx, 226</td>
</tr>
<tr>
<td>Date of Publication</td>
<td>1985</td>
</tr>
<tr>
<td>Size of the book</td>
<td>24cm.</td>
</tr>
<tr>
<td>ISBN</td>
<td>0-335-15225-2, 0-335-15126-4 (pbk.)</td>
</tr>
</tbody>
</table>

You are provided with a faithful reproduction of the title page of a book. It is a simple book written by a single personal author. There is a title and name of the publisher. "Other information" is provided to you to complete the cataloguing process. You have now all the information required to catalogue the book. The different entries are explained in the following cards:
The main entry for the book is complete. The heading for the author has been given as in the title page. The title of the book also is reproduced without any change. The name of the author is transcribed in the statement of responsibility area. Next comes the place of publication, name of the publisher and date of publication. Appropriate punctuation marks are given as already discussed. The next two paragraphs contain the physical description of the book and ISBN number. Now you may have a doubt about the ISBN number because in the other information area two ISBN numbers are given. The first ISBN number is applicable to the hardbound book and the second number is given for the paperback edition of the book. The abbreviation (pbk.) refers to paperback book. Hence you have to give only one number, whichever book you are cataloguing. In case you are having both the editions, you should give both the ISBN and accession numbers.

The last part 'Emotionally disturbed children' is tracing and it refers to the subject heading (as per the Sears List of Subject Headings) and the other for title of the book. We will discuss subject headings in the next section. The tracing section directs you to what additional entries are to be prepared for the book. In this case two additional entries are to be made which are shown in the added entry cards. The subject headings in the tracing section "is to be mentioned by Arabic numerals and the other added entries are to be mentioned by roman numbers. As there is only one title added entry to be prepared for this book, these have been numbered by 1 and I respectively.

Under unit card system we have to prepare as many cards as are required and only then add the added entry information on the top line. That is why you see the subject entry card is a duplication of the main entry, the only additional information transcribed is subject heading taken from Sears List of Subject Headings. Subject heading is always written in capital letters. The added entry for title card is also a duplication of the main entry. The information given is only the short title of the book. Sub-titles need not be given in the added entries. The complete card is not repeated here but in the library you have to write the full card. This completes the cataloguing of this book.
### Added Entry - Subject

<table>
<thead>
<tr>
<th>371.93</th>
<th>EMOTIONALLY DISTURBED CHILDREN</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUR</td>
<td>Furlong, VJ.</td>
</tr>
<tr>
<td></td>
<td>The deviant pupil: sociological perspectives. (Rest as in the main entry)</td>
</tr>
</tbody>
</table>

### Added Entry - Title

<table>
<thead>
<tr>
<th>371.93</th>
<th>The deviant pupil.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUR</td>
<td>Furlong, VJ.</td>
</tr>
<tr>
<td></td>
<td>The deviant pupil: sociological perspectives. (Rest as in the main entry)</td>
</tr>
</tbody>
</table>

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**8.9 SUBJECT HEADINGS**

Subject heading are commonly known as subject cataloguing. The cataloguer tries to bring out the subjects treated in the books to the notice of the readers by assigning appropriate headings. It is the name of the subject which is used as a heading and thus, it is an entry element or an access point in the catalogue. In Block 3, Unit 12 on Sears List of Subject Headings (18th Edition), of this course we have covered the features and principles of the Sears list and also discussed the process of deriving subject headings in detail. Please refer to the Unit to learn the process of deriving subject headings.
8.9.1 Need for Subject Headings

In any library the inquiry for a book may be by author, editor, title, series or by subject. Entry under author, title, series or any other collaborator can be easily made, as they are the known entities to the cataloguer. The information about them is usually provided on the title page or in some other place. Hence, they are the known elements and accordingly the cataloguer provides appropriate entries as laid down in the code that the library is using. But, in the majority of cases, especially in academic and special libraries the approach to the catalogue is by subject. Researchers usually require documents for their subject contents. It is found from experience that the majority of library users are interested in the subjects of their interest rather than in an author or title of a book.

Here, we can compare classification and subject cataloguing. A classifier tries to give the most specific class number, which is almost co-extensive with the thought content of the book, and tries to bring together like subjects at one place. Subject cataloguing also does the same function through verbal heading(s) instead of notation. The purpose is the same, but assigning of subjects in verbal plane is more difficult than assigning class numbers.

For this purpose, C. A. Cutter brought out a catalogue code titled *Rules for a Dictionary Catalogue* (1904) in which he gives a few guidelines for the choice of subject headings. The American Library Association’s *List of Subject Headings* also tried to formulate some basic principles to provide subject headings. The most comprehensive work is that of the *Library of Congress List of Subject Headings*. In 1923, Minnie Earl Sears compiled a list of subject headings mainly meant for small libraries. It is now in its 18th edition and fairly useful in small and medium size libraries. For your cataloguing practice you have to use Sears’s List.

8.9.2 Basic Principles

You should know some of the basic principles for determining subject headings. Then only you will be in a position to formulate correct type of subject headings. Some of the principles involved are:

a) Common usage

b) Uniformity in headings
c) Direct and specific entry
d) Gross references

a) **Common Usage**

The words or phrases that are used to express a subject must be in common usage. Obsolete word or words with dual meaning should not be used. Prefer British spelling instead of American spelling to keep consistency. Words in contemporary use are to be preferred. However, there are instances when several words may be in currency but you have to prefer only one. For instance, Home Economics is also called as Domestic Economy, Home Making or Household Management. In such cases you have to choose consistently only one word. The term Negroes was once in common use for African natives. It is now considered an objectionable word and it has been replaced by Blacks. When in doubt, check the words, used in the list of subject headings and adopt accordingly.
Another general rule is to use a popular or common name, rather than a scientific or technical name. Even in the Library of Congress List popular terms are used instead of technical names, e.g., it prefers 'cockroaches' instead of 'blattariae'. It is prudent to use the terms which are familiar to the majority of the readers who use the library. Technical libraries, for example, may use toxicology for which a public library may prefer the term poisons.

b) Uniformity in Headings

Sometimes, we come across synonyms (viz., words with same meanings). When a subject can be represented by more than one term, choose the one which is more common in usage, e.g., the term Porcelain is also represented by the words China clay or Chinaware. We have to uniformly choose only one term, preferably porcelain and give cross-references to other terms. Uniformity in subject headings is very important. The terms once selected should be used consistently unless they have become obsolete and now represented by new terms.

c) Direct and Specific Entry

In subject cataloguing, the most important aspect is to use specific terms, which are co-extensive with the thought content of the book. You have to enter a work directly under the most specific term, which precisely represents the content of the book. This can be made clear by an example. If our book is about British Labour Party, the entry should be directly under Labour Party (U.K.) and not under Political Science or even under Political Parties. If a reader wants information on computer programming languages, the direct entry should be under Programming Languages and not under Computers. Again under programming languages if the book deals with Fortran as the language discussed in the book, the direct or specific entry should be under FORTRAN (Computer Programming Language) and not under Computers or not even under Programming Languages. You can now visualise the need for such entries. If a reader asks what books are available on Fortran language you need not search all the entries on Computers or Programming Languages. Directly check under the specific topic you are looking for. No doubt there are ways and means of connecting such correlated topics by cross-reference which is discussed below.

d) Cross References

In case of subject headings cross-references have a significant role without which subject indexing will be incomplete. Cross references are of two types, see and see also references.

The function of see references is to direct the reader from terms or phrases which are not used as subject headings to the terms and phrases that are used as subject headings.

See references are made in the following situations:

i) Synonyms or near synonymous terms. For “Entertainment”, you are asked to refer to ‘Amusements’ or for terms like ‘dwellings’, ‘residences’, ‘human habitation’, ‘homes’, you are directed to refer to ‘houses’. The meaning is that you do not find entries under ‘residences’, ‘homes’, etc., but for all such works, entries are made only under ‘houses’.

ii) In a few cases headings are inverted. For ‘State Police’, you are directed to look for the entry under ‘Police’, ‘State’ or for ‘International Security’, the direction is to search under ‘Security, International’.
iii) There are also cases where the direction is from the inverted form to the direct order, e.g., in case of higher education or secondary education the entries are: Education, Higher; Education, Secondary. But Adult Education is entered directly and not inverted as Education, Adult.

iv) From, variant spellings to spellings used. In *Sears List of Subject Headings*, American spellings are used in such cases see references are given from British spellings, e.g., Cataloguing see Cataloging. But if you use in your library the British spelling; the reference will be Cataloging see Cataloguing. In actual practice we, in India, do not give such see references.

v) In several cases especially for nouns, plural form is to be preferred and a see reference may be required for singular form, e.g., Doll see Dolls, or Dog see Dogs.

The other form of reference is see also reference. See reference is mainly concerned with terminology and directing the reader from one term not used to another term, used. Whereas see also references guide the readers to other headings where they can find more information on related or more specific aspects of the subject. The cataloguer must make sure of the existence of an entry before directing the reader to it by a see also reference. Cataloguer cannot simply make entries taken from the subject heading lists (as directed) irrespective of representation of those subjects in his library.

*See also* references are to be made from the general to the specific and not usually, vice-versa.

While discussing about specific entry, we have given an example of Programming Languages. If a reader wants more information on this topic we can assist by providing extra entries in the catalogue like:

* Programming Languages
  * See also
    * BASIC
    * COBAL
    * FORTRAN
    * PASCAL

### 8.10 SUMMARY

Let us sum up the Unit. Library catalogue is prepared with the help of a set of rules known as catalogue code. Anglo-American Cataloguing Rules -2 is one such code. It has two parts namely (i) Description, and (ii) Determination of headings or access points. Every catalogue entry will have both the heading and description parts. The number of heading or access points varies from item to item based on the nature of the item. The catalogue entries can be categorised into two types — Main entry and Added entry, Main entry includes full information about the document and Added entry is an additional entry prepared to satisfy the various approaches of the readers. These two types of entries will have the same information recorded, in case the unit card system is followed.

The catalogue card on which the entry is prepared is of the size of 12.5 x 7.5 cms. (5" x 3"). It will have two vertical and one horizontal line. Vertical lines are known as Indentions. A third imaginary indentation is also used by the cataloguer in some instances.
Every catalogue entry will include several items of information. The items of information are categorized into heading, title statement and all the other elements that follow the title statement including physical description, punctuation, call number and accession number. The heading is the access point.

Other descriptions are divided into areas and each area consists of elements. Each item may not have all the areas/elements. The punctuation given for each elements is to be preceded by the stated punctuation and it helps in identification of each element. The punctuation preceding each element is full stop, dash and space (.-.-). This punctuation is not used when an area starts in a separate para.

In this unit you got a fair idea of preparing a simple catalogue card. In the next two units we will take up different authorship patterns and different types of documents in details.

### 8.11 ANSWERS TO SELF CHECK EXERCISES

1) There are two parts in AACR-2R. They are Part I, Description, Part II, Headings or Access points — their determination.

2) There are three levels of descriptions in AACR-2R. The difference from one level to another is the number of elements of information to be included in an entry.

3) The level of description is chosen on the basis of purpose of the catalogue for which the entry is constructed.

4) The size of the catalogue card is 12.5 x 7.5 cms. (5" x 3"). It has two vertical lines, which are known as first indention and second indention. There is a third indention, which is an imaginary vertical line. There is one horizontal line on which the heading is transcribed.

5) There are two types of entries. They are: i) Main entry, and ii) Added entry. Main entry is the first entry and it is a complete catalogue record of an item. It provides information on the headings under which the added entries are prepared i.e., tracing. Added entry is an additional entry. It provides an additional access to the work/item in the catalogue under headings other than the heading used in the Main entry.

6) The number of entries prepared for each item varies depending on the nature of the item. Minimum of two types of entries are prepared. These entries are: i) Main entry, ii) Added entries with the heading of joint author(s) title, collaborator(s), series etc.

7) Punctuation is the connecting symbol used to connect each area/element of description. The punctuation that precedes each area is (.-.-), full stop, space, dash and space.

8) The different areas of description are title; statement of responsibility; edition; material or type of publication; details of publication, distribution, etc.; physical description, series; note; and standard number.

9) Class number and book number together are known as the call number. Class number is transcribed on one line above the first horizontal line after leaving one space from the left edge of the card. Book number is transcribed on the first horizontal line after leaving one space from the left edge of the card.
10) **Tracing** is the record of all the secondary entries that are made for an item. These include the entries under subject headings, joint authors, collaborators, title, series, etc.

11) **Title page** is the chief source of information for a book.

### 8.12 KEY WORDS

| Access Point | A name, usually of an author (personal or corporate) or title of a document under which a bibliographical record can be traced. |
| Added Entry | An entry other than the main entry made to facilitate further search in a catalogue |
| Collaborator | A person or a corporate body who works with one or more associates to produce a document |
| Element | A distinct unit of bibliographical information and forming Preliminaries part of an area of the description in the catalogue entry |
| General Material Designation | Usually used for identifying the non-book material |
| Heading | Heading is that part of the entry in the catalogue through which the document is traced, it is an access point and placed at the head of an entry |
| Indention | The vertical lines in the catalogue card |
| Main Entry | The complete record of a document, which gives the maximum information |
| Parallel Title | Title in another language or script |
| Standard Number | An internationally agreed upon number through which a document can be identified |
| Tracing | It is the record of the items that are to be further prepared for the document on hand |
| Unit Card | A main entry, which can be duplicated as many as required and used for the preparation of other added entries with addition of appropriate headings |

### 8.13 REFERENCES AND FURTHER READING
