UNIT 4 CATALOGUING DOCUMENTS USING AACR-2R

Structure

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4.0 LEARNING OUTCOMES

The availability of a particular document in a library can be known from its catalogue. Such catalogues are prepared by following certain rules. There are different codes developed for cataloguing documents. AACR-2 (Anglo–American Cataloging Rules-2 Revised) is one such code which is adopted by many libraries around the world. This Unit tells you how different types of documents can be located with various approaches using this code.
After reading this Unit, you will be able to:

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

4.1 INTRODUCTION

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

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

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

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

4.2 STRUCTURE OF AACR-2R

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

4.2.1 Part I: Description

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

1) General Rules for Description
2) Books, Pamphlets and Printed Sheets
3) Cartographic Materials
4) Manuscripts
5) Music
6) Sound Recordings  
7) Motion Pictures and Video Recordings
8) Graphic Materials
9) Machine Readable Data Files
10) Three Dimensional Artifacts and Realia
11) Microforms
12) Serials
13) Analysis

The rules for specific types of materials are given in chapters 2-12 while chapter 13 provides rules for analytical entries. There are no chapters in between 13 to 21.

4.2.2 Part II: Headings, Uniform Titles and References

This part deals with the determination and establishment of headings or access points in the catalogue. It contains rules for choice of main entry and added entries, form of headings and uniform titles and references. These rules are applicable to all types of library materials irrespective of their medium. There are six chapters in this part beginning with chapter no. 21.

21. Choice of Access Points
22. Headings for Persons
23. Geographic Names
24. Heading for Corporate Bodies
25. Uniform Titles
26. References

Besides, AACR – 2R also provides four different appendices as given below:

Appendix A: Capitalization. Appendix B: Abbreviations. Appendix C: Numerals. Appendix D: Glossary. At the end of the code a useful index compiled by KGB Backwell is also provided.

4.3 LEVELS OF DESCRIPTION

AACR-2R has prescribed three levels of description as given below:

4.3.1 First Level of Description

The first level provides minimum information useful in the identification of a given document. This level is useful for small types of libraries. It includes at least the elements set out in the following 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.
4.3.2 Second Level of Description

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

Title proper [general material description] = Parallel title: Other title information/first statement of responsibility; each subsequent statement of responsibility. - Edition statement/first statement of responsibility relating to the edition. - Material (or type of publication) specific details. - First place of publication, etc.: First Publisher, etc., date of publication, etc. - Extent of item: other physical details; dimensions. -(Title proper of series/statement of responsibility relating to series, ISSN of series; numbering within the series. Title of subseries, ISSN of subseries; numbering within subseries). - Note(s). - Standard number.

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

Card no. 2

<table>
<thead>
<tr>
<th>MATHUR, B.L.</th>
</tr>
</thead>
</table>
The above examples show the difference between first level and second level of description. The items in blue colour are being added in the second level only.

4.3.3 Third Level of Description

The third level provides every possible element of description as included in the code. This level is useful for large and special types of libraries. For this level it is prescribed to include all the elements set out in the rules that are applicable to the item being described.

Self Check Exercise

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

1) What is AACR-2R?

2) How many parts and chapters are there in AACR-2R?

4.4 ENTRIES UNDER AACR – 2R

From the previous Unit we have understood that entries are prepared on catalogue cards of standard size of 12.5 cm × 7.5 cm or 5" × 3". As discussed earlier, two types of catalogue entries can be prepared: main entry and added entries. It is to be noted that the main entry is the complete catalogue record of a document. It provides information on the headings under which added entries are prepared to meet different approaches of the users like: joint author, title, series, collaborators, subjects, etc.

4.4.1 Important Items in Catalogue Entry

The important items to be written while making a catalogue entry include:

- Heading
- Areas and descriptive elements
- Call number
- Accession number
- Punctuation marks
- Tracing

Heading

Under heading the entry is made with the name of a person or body or title, etc.
In case the name of the author cannot be accommodated on the first line then it continues from the third imaginary indention. It applies to corporate authors also. But, when the book is entered under the title it begins from the first indention and continues from the second indention. This type of transcribing the entry is known as hanging indention. In case of hanging indention, all the information about the collaborators, editions, imprint, etc. continues from the second indention only.

Example of Hanging Indention:

Card no. 4

Magnetic properties of metals/N.Achiwa

There are eight areas of description of every document to be catalogued:

1) Title and statement of responsibility
2) Edition
3) Material (or type of publication) Specific Details
4) Publication, distribution, etc.
5) Physical description
6) Series
7) Note
8) Standard number and terms of availability.

Each of these areas is further extended into a number of elements with the use of connecting symbols/punctuation marks. The following skeleton card shows the way how the description and punctuation marks are entered while cataloguing documents. It is to be kept in mind that the sequence of description and punctuation marks are common to all the documents to be catalogued. We have to follow this sequence in cataloguing practice using AACR-2R. This card provides the general descriptive elements applicable to most of the documents. If a document under cataloguing has additional information, additional description is to be given.
Title and Statement of Responsibility Area

This area consists of five elements:

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

Title Proper

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

Example 1: Basics of cataloguing

General Material Description (GMD)

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

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

Parallel Title

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

Example 3: On world government = De monarchia

Other Title Information

The other title information (if any) should be recorded following the proper title or parallel title preceded by punctuation colon “:” as illustrated in the following example:
Example 4:  
a) Connected intelligence: The arrival of the Web Society  
b) Cataloguing practice: An approach to AACR-2

Statement of Responsibility

It is the author statement of the document: persons or corporate bodies. This area should be preceded by a diagonal slash “/”.

Example 5: The evaluation and measurement of library services/ Joseph R Matthews.

Card no. 7

| 025.10973   | Mathews, Joseph R. |
| M422E       | The evaluation and measurement of library services/Joseph R. Mathews. |

Shared Responsibility

If there are two statements of responsibility, each has to be preceded by a semicolon;”

Two authors

Example 6: Library and information centre management/ Robert D. Stueart and Barbara B. Moran. Sixth edition

Card no. 8

| 025.1      | Stueart, Robert D. |
| St92L      | Library and Information centre management/ Robert D. Stuet and Barbara B. Moran.—6th ed. |
Example 7

Three author’s Developmental Psychology
Robert M. Liebert, Rita Wicks-Nelson, Robert V. Kail
Prentice-Hall, Englewood Cliffs
New Jersey, 1986

If there are three authors it is recorded as shown in the card no.9:

Card no. 9

<table>
<thead>
<tr>
<th>155</th>
<th>LIE</th>
</tr>
</thead>
</table>

More than three authors

In such cases, only the first author is taken into account followed by the mark of omission “…” and et al. in square brackets

Example 8: a) Reading habit in digital era/Ch.Ibohal Singh… [et al.]

Material (or type of publication) Specific Details Area

This area is used for cartographic materials, music, computer files, serial publications, microforms, etc.

Example-9: a) School atlas [map]

Publication, Distribution, etc. Area

This area records information about place of publication, name of the publisher and date of publication of all types of publishing, distributing, releasing, issuing, activities following the edition area which is separated with full stop, dash, space (.– ).

### Card no. 10


**Physical Description Area**

This is to be entered in a separate paragraph.

**Example-11:** xii, 315p. : ills; 25cm.

Here, xii = preliminary pages; 315 = textual pages; a full stop and colon follow the page number; ill = illustration; 25 cm = the size of the book is preceded by a semicolon.

**Series Area**

The series information is provided within parenthesis preceded by full stop, space, dash, space i.e. (. — )

**Example-12:** — (Ranganathan series in library science)

The statement of responsibility of the series or subseries is preceded by a diagonal slash (/).

**Example-13:** (Technical report series/World Health Organisation)

If the series provides ISSN, then it is given after the statement of responsibility preceded by a comma.

**Example-14:** (Western Canada series report, ISSN 0317-3127)

The numbering within a series or subseries is preceded by a semicolon (;).

**Example-15:** (Environmental science research; v.6)

**Note Area**

When further description of a document is necessary the note area is rendered in a separate paragraph. There are some important items that can be included in the note area.

- **Language**

**Example-16:** Commentary in Manipuri

- **Source of title proper**
Standard Number and Terms of Availability Area

The standard number like ISBN or ISSN is recorded after the Note area with agreed abbreviation and standard spacing or hyphenation.


Call Number

The call number consists of the class number and book number. The class number is transcribed one line above the horizontal line after leaving one space from the left edge of the card. The book number is transcribed on the first horizontal line after leaving one space from the left edge of the card.

Accession Number

Though there is no rule prescribed for accession number it is usually transcribed on the 5th line from the red horizontal line of the card.

Punctuation Marks

The punctuation marks as prescribed in AACR – 2R should be followed along with descriptive areas and elements.

Tracing

Tracing is the record of all the added entries to be prepared, which may include the entries under subject headings, joint authors, collaborators, title, series, etc. Subject headings are derived from the Sears List of Subject Headings and other standard lists of subject headings.

Self Check Exercise

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

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

3) What are the important entry elements used in cataloguing?

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

4) Enumerate the eight areas to be described in cataloguing documents as per AACR-2R.

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

4.5 CATALOGUING DOCUMENTS

AACR-2R gives rules for determining the access points of the main entry and added entries. Some important principles are given below:
• The main entry will be under the name of the personal author or corporate body responsible for the document.

• Generally four kinds of access points are resulted from descriptive cataloguing:
  – Personal name access points
  – Corporate name access points
  – Uniform titles
  – Native and title access points

• The title of the document, subject headings and other added entries as specified on the main entry card also provide access points.

• The main entry will be under the title of the document if the same does not relate to personal authorship or corporate bodies.

4.6 CATALOGUING PRACTICE

In the next section let us apply the rules, descriptions and principles discussed above into practice with some selected examples.

4.6.1 Single Personal Authorship

For a book having single personal author, the entry is made under the name of the author.

Example-1: The following is the example of a book written by a single personal author.

TQM in Library and Information Services

Dr. Roshan Raina

Infuse, Inc.

New Delhi

Other Information
Call no. : 025.1 R133T
Accession no. : 44164
Pages : ix, 152
Year of Publication : 1999
Size : 21cm
Note : Includes a select bibliography
### Main Entry

<table>
<thead>
<tr>
<th>025.1 R133T</th>
<th>Raina, Roshan</th>
</tr>
</thead>
<tbody>
<tr>
<td>44164</td>
<td>TQM in library and information services/Roshan Raina.–New Delhi: Infuse, 1999 ix, 152p.21cm. Includes a select bibliography. 1. Library Services-Quality control. I. Title</td>
</tr>
</tbody>
</table>

Note:

1) From the name of the author honourific word Dr. (as given on title page with author’s name) is removed while preparing entry as per AACR-2R rules.

2) The note about bibliography is added in the notes section.

### Added Entry (Subject)

<table>
<thead>
<tr>
<th>025.1 R133T</th>
<th>LIBRARY SERVICES-Quality CONTROL Raina, Roshan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

Note:

1) The subject added entries are prepared by using *Sears List of Subject Headings*. Subject heading is always written in capital letters.
After doing the above example of a single author, now let us take example of shared responsibility.

The shared responsibility is concerned with the collaboration between two or more persons or bodies in writing a book. AACR-2R specified rules applicable to such documents with the following scope:

- Collaborated works of two or more persons;
- Works for which different persons have prepared separate contributions;
- Works consisting of an exchange between two or more persons (like correspondence, debates);
- Collaborated works between two or more corporate bodies or between corporate body and a person.

### Principal Responsibility

Principal authors are distinguished from other authors by giving prominence such as wording or layout, etc. and the main entry is made under them. If the principal author is not indicated in the title page of the book, the entry heading should be made under the first named author.

### Two Personal Authors

If the principal responsibility is not indicated in case of books written by two authors, entry should be made under the first author.
Example -2: The following is the example of a book written by two personal authors.

**Introductory Linear Algebra with Applications**

John W. Brown

&

Donald R. Sherbert

Boston

Prindle, Weber & Schmidt

1984

**Other Information**

- Call No.: 512.5 BRO
- Acc. No.: 51621
- Year of Publication: 1984
- Size: 26 cm.
- Page: xii, 491p
- ISBN: 0-87150-700-S

**Main Entry**

<table>
<thead>
<tr>
<th>512.5 BRO</th>
<th>Brown, John W.</th>
</tr>
</thead>
<tbody>
<tr>
<td>51621</td>
<td>xii, 491p.; 26cm.</td>
</tr>
<tr>
<td></td>
<td>ISBN 0-87150-700-S</td>
</tr>
</tbody>
</table>

Continued on next card
In the above example, the principal responsibility is not indicated, the book is written by two authors and both are equally treated. So the main entry is prepared by the name of the first author and an added entry is prepared by the name of the second author.

### Added Entry (Subject)

<table>
<thead>
<tr>
<th>512.5</th>
<th>LINEAR ALGEBRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRO</td>
<td>Brown, John W.</td>
</tr>
</tbody>
</table>

(Rest as in the main entry)

### Added Entry (Joint Author)

<table>
<thead>
<tr>
<th>512.5</th>
<th>Sherbert, Donald R.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRO</td>
<td>Brown, John W.</td>
</tr>
</tbody>
</table>

(Rest as in the main entry)
<table>
<thead>
<tr>
<th>512.5</th>
<th>Introductory linear algebra with applications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRO</td>
<td>Brown, John W.</td>
</tr>
</tbody>
</table>

(Rest as in the main entry)

Note: The continuation of the title is from third (imaginary) indentation.

Three Personal Authors

For books written by three authors, the main entry is made under the first author provided the other two authors are not shown as principal authors. Added entries are made for the second and third authors.

Example-3

**Introduction to Developmental Psychology**

Robert K. Liberhan  
(University of London)  
Geeta Wicks – Nickson  
(New Delhi, Institute of Technology)  
Herbert K. Nail  

(Erasmus University, Netherlands)  
Prentice Hall, Englewood Cliffs, New Jersey
As all the three authors are given equal status in this book, the entries are made following the above rules.

Main Entry

<table>
<thead>
<tr>
<th>155 LIB</th>
<th>Liberhan, Robert K.</th>
</tr>
</thead>
</table>

Continued on next card.

Main Entry (Continued)

<table>
<thead>
<tr>
<th>155 LIB</th>
<th>Liberhan, Robert K.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Continued 1.</td>
</tr>
<tr>
<td></td>
<td>1. Psychology, Developmental I. Wicks-Neckson, Gita. II. Nail, Herbert K. III. Title</td>
</tr>
</tbody>
</table>

Continued on next card.
<table>
<thead>
<tr>
<th>Added Entry (Subject)</th>
<th>155</th>
<th>LIB</th>
<th>PSYCHOLOGY, DEVELOPMENTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>155</td>
<td>LIB</td>
<td>Liberhan, Robert K.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Introduction to developmental psychology.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Added Entry (Second Author)</th>
<th>155</th>
<th>LIB</th>
<th>Wicks-Nickson, Geeta</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>155</td>
<td>LIB</td>
<td>Liberhan, Robert K.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Introduction to developmental psychology.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Added Entry (Third Author)</th>
<th>155</th>
<th>LIB</th>
<th>Nail, Herbert K.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>155</td>
<td>LIB</td>
<td>Liberhan, Robert K.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Introduction to developmental psychology.</td>
</tr>
</tbody>
</table>
If principal responsibility is indicated in case of books written by three authors, main entry is to be made under the name of the author who is identified as principal author in the work. But the number and nature of other entries are almost similar as in the above example.

**More than three personal authors**

In case a book is written by more than three authors and none of them is shown as principal author, main entry is made under the title. The first named author alone is entered with an added entry. The name of the first author is followed by the sign of omission “…” and “et al” in square brackets. The continuation of the title and responsibility area are from the second indention. This type of rendering of the entry is called the hanging indention.

**Example-4**

<table>
<thead>
<tr>
<th>Added Entry (Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>155</td>
</tr>
<tr>
<td>LIB</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

Comparative Psychology

David K. Horton  
Ronald B. Bailey  
M. Biren Singh  
K.K. Das  
Michael Erickson

2001  
Holt, Rinehalt and Winston  
New York, Chicago, San Francisco
### Other Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Call No.</td>
<td>: 156HOR</td>
</tr>
<tr>
<td>Acc. No.</td>
<td>: 7793</td>
</tr>
<tr>
<td>Pages</td>
<td>: xx, 445</td>
</tr>
<tr>
<td>Year of Publication</td>
<td>: 2001</td>
</tr>
<tr>
<td>Size</td>
<td>: 30 cm.</td>
</tr>
<tr>
<td>ISBN</td>
<td>: NM</td>
</tr>
</tbody>
</table>

Following the above rules entries for this book are being prepared as follows:

### Main Entry

<table>
<thead>
<tr>
<th>156 HOR</th>
<th>Comparative Psychology/David K.</th>
</tr>
</thead>
</table>

### Added Entry (Subject)

<table>
<thead>
<tr>
<th>156 HOR</th>
<th>PSYCHOLOGY Comparative Psychology/David K.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Rest in the main entry)</td>
</tr>
</tbody>
</table>
### 4.7 EDITED BOOKS

For edited books the main entry is made under its title. Added entries are prepared under the principal editor or the first named editor. Rendering should be in hanging indentation.

**Single Editor**

For the books having single editor the entries are made as shown in the following example.

**Example-5**

**Handbook of Public Administration**

Edited by

B. Guy Peters

London

Sage Publications

2003
### Main Entry

<table>
<thead>
<tr>
<th>Call No.</th>
<th>351.22 HAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc. No.</td>
<td>64321</td>
</tr>
<tr>
<td>Year of Publication</td>
<td>2003</td>
</tr>
<tr>
<td>Page</td>
<td>xiv, 640 p</td>
</tr>
<tr>
<td>Size</td>
<td>26 cm</td>
</tr>
<tr>
<td>ISBN</td>
<td>0761972242</td>
</tr>
</tbody>
</table>


### Added Entry (Subject)

<table>
<thead>
<tr>
<th>Call No.</th>
<th>351.22 HAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handbo</td>
<td>PUBLIC ADMINISTRATION</td>
</tr>
<tr>
<td>of Public Administration/edited</td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

〇
More than one editor

For edited books by more than one editor also, main entry is prepared by the title of the book. Added entries are also prepared for the subject and other editors.

Self Check Exercise

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

5) Write the rules for main entry and added entries for books written by more than three authors?

6) How is main entry made for books edited by more than one editor?

7) Identify the entry element for the following:
   a) Maurice Gaudefroy-Demombynes.
   b) Mohammad Fazal
   c) Krishan Kumar
   d) Ronald L. Applebaum
   e) Paul R. Lawrence
8) How will you render the following items?
   a) Fifth edition
   b) Sixth revised edition

4.8 CORPORATE AUTHORS

Also called corporate bodies, the corporate authors are the agencies publishing book under their names. Such agencies include government, government officials and agencies, committees and commissions, different institutions, proceedings of seminars, etc. All the basic rules as discussed earlier are also applicable to corporate authors. But we need to select the correct heading following rules as prescribed in Sears’ List of Subject Headings. Some examples are given below:

Example-6 (Government) (Example taken from BLIS-4P (1))

**Seventh Five Year Plan**

1985 – 1990  
Mid – term Appraisal

Government of India  
Planning Commission  
Delhi

Manager, Government of India Press  
1986

**Other Information**

Call no. : 338.9 IND  
Acc no. : 7077  
Size : 28cm  
Page : xi, 257
### Main Entry

<table>
<thead>
<tr>
<th>338.9 IND</th>
<th>India. <em>Planning Commission.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>xi, 257p.; 28cm</td>
</tr>
<tr>
<td></td>
<td>1. India – Economic Policy I. Title</td>
</tr>
</tbody>
</table>

### Added Entry (Subject)

<table>
<thead>
<tr>
<th>338.9 IND</th>
<th>INDIA – ECONOMIC POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7077</td>
<td>India. <em>Planning Commission.</em></td>
</tr>
<tr>
<td></td>
<td>Seventh Five Year Plan</td>
</tr>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

### Added Entry (Title)

<table>
<thead>
<tr>
<th>338.9 IND</th>
<th>Seventh Five Year Plan, 1985-1990 mid-term appraisal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>India. <em>Planning Commission</em></td>
</tr>
<tr>
<td></td>
<td>Seventh Five Year Plan</td>
</tr>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

Note: The continuation of the title is from third (imaginary) indentation.
In this example, Planning Commission of Government of India is the responsible organisation for publishing the document. So it is entered subordinately after the country name of the country India.

In case of corporate bodies having hierarchies of organisations, entry is made as per the hierarchies.

India
Ministry of Planning
Central Statistical Organisation

Committees and Commissions

Documents published by committees and commissions of a government are entered directly under the name of the committee or commission or subordinate bodies of the government. Added entries are made for title, subject, and chairman (if any).

Example-7

Report of the Assessment Committee on Adult Education

Ministry of Education, Government of India

New Delhi, Manager of Publications

1993

Other Information
Call No. : 374.7 N93
Acc No. : 1113
Pages : v, 705p
Size : 28cm
<table>
<thead>
<tr>
<th>374.7 N93</th>
<th>India. Assessment Committee on Adult Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>1113</td>
<td>v, 705p.; 28cm.</td>
</tr>
<tr>
<td></td>
<td>1. Education, Elementary I. Title</td>
</tr>
</tbody>
</table>

Note: The continuation of the title is from third (imaginary) indentation.
Institutions

Institutions include organisations, associations, societies, etc. at international, national, regional or local levels. The documents published by them are directly entered under their names as shown below:

Example-8

Institute for Telecommunication Sciences

A User’s Manual for Optical Waveguide Communications

Info Gatekeepers
Boston

Other Information

Call no. : 537.534/INS
Acc no. : 4087
Pages : 287
Size : 23cm.

Main Entry

| 537.534 INS | Institute for Telecommunication Sciences. |
| 1. Electromagnetic waves. I. Title. II. Series. |
### Added Entry (Subject)

<table>
<thead>
<tr>
<th>537.534</th>
<th>ELECTROMAGNETIC WAVES Institute for Telecommunication Sciences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS</td>
<td>A user's manual for optical waveguide communications.</td>
</tr>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

### Added Entry (Title)

<table>
<thead>
<tr>
<th>537.534</th>
<th>A user’s manual for optical wave guide communications Institute for Telecommunication Sciences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS</td>
<td>A user's manual for optical waveguide communications.</td>
</tr>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

### Added Entry (Series)

<table>
<thead>
<tr>
<th>537.534</th>
<th>User manual and handbook series; v.1. Institute for Telecommunication Sciences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS</td>
<td>A user's manual for optical waveguide communications.</td>
</tr>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>
Self Check Exercise

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

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

9) What is a corporate author?
........................................................................................................................
........................................................................................................................
........................................................................................................................
........................................................................................................................

10) Write the entry element for a book published by a government.
........................................................................................................................
........................................................................................................................
........................................................................................................................
........................................................................................................................

4.9 PROCEEDINGS OF CONFERENCES, SEMINARS, WORKSHOPS, SYMPOSIA, ETC.

In cataloguing such proceedings, the entry is made under the name of the event and the number, year, place, etc. are given within parenthesis. Let us observe the following example.

Example-9

Proceedings of the Symposium  
On  
Subject Bibliographies  

Held at Imphal, India  
3 – 4 January, 2009  

Centre for Bibliographic Studies  
Imphal  
March, 2009
Main Entry

<table>
<thead>
<tr>
<th>016 SYM</th>
<th>Symposium on Subject Bibliographies (2009 Imphal)</th>
</tr>
</thead>
</table>

Added Entry (Subject)

| 016 SYM | BIBLIOGRAPHY - SUBJECT Symposium on Subject Bibliographies (2009 Imphal) (Rest as in the main entry) |
4.10 CATALOGUING SERIALS

Serials are publications brought out in successive parts bearing a corresponding number. They are intended to be continued. Sometimes they are also called as periodicals, journals, magazines, etc. The bibliographical description for a serial publication normally includes:

- Title and statement of responsibility area
- Edition area
- Numeric and alphabetic or chronological or other designation area
- Publication/ Distribution area
- Physical description area
- Series area
- Note area
- Standard number and
- Terms of availability area

Examine the following example:

**Example-10**

Environmental and Waste Management World
Vol 10 No. 1 1950
Editor Suzane Bustad
Specialty Technical Publishers Inc
Vancouver, B.C. V6J 2G2, Canada
**Other Information**

<table>
<thead>
<tr>
<th>Class no.</th>
<th>604.7</th>
</tr>
</thead>
<tbody>
<tr>
<td>First issue published in</td>
<td>1941</td>
</tr>
<tr>
<td>Frequency</td>
<td>10 in a year</td>
</tr>
<tr>
<td>ISSN</td>
<td>0835-3778</td>
</tr>
<tr>
<td>Library lacks volumes</td>
<td>1-10</td>
</tr>
</tbody>
</table>

**Main Entry**

<table>
<thead>
<tr>
<th>604.7</th>
<th>Environmental and Waste Management World.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vol. 1, no. 1(1941) --. -- Vancouver: Speciality Technical Publishers Inc, 1941 -- 26cm. Six issues a year Library has v.11(1951) --</td>
</tr>
</tbody>
</table>

**Main Entry (Continued)**

<table>
<thead>
<tr>
<th>604.7</th>
<th>Environmental and Waste Management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>World.</td>
</tr>
<tr>
<td></td>
<td>ISSN 0835-3778</td>
</tr>
</tbody>
</table>

Subsequent added entries can be prepared accordingly.
Self Check Exercise

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

11) What are the basic rules for cataloguing of proceedings?

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

12) Write the entry element for cataloguing a serial.

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

4.11 CATALOGUING NON-BOOK MATERIAL

There are different types of non-book materials. They are found in various forms such as cartographic materials, motion pictures, sound recording, graphic and other computer files. AACR-2R provides specific rules for cataloguing such materials. Here some examples are given for cartographic materials, sound recordings, and motion postures. They are found in many libraries.

The bibliographic description for cataloguing cartographic materials is shown in the skeleton card below:

<table>
<thead>
<tr>
<th>Call no.</th>
<th>Creator of the item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title [GMD]= Parallel title : Other title information/1st statement of responsibility; each subsequent statement of responsibility.- Edition statement/1st statement of responsibility.- Statement of scales; Statement of projection. -- 1st place of publication, distribution etc : 1st</td>
</tr>
</tbody>
</table>

Continued on next card
## School Atlas

**Global Publication**

**Imphal**

2008

### Other Information

<table>
<thead>
<tr>
<th>Call No.</th>
<th>912 IND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page</td>
<td>iii,85</td>
</tr>
<tr>
<td>Size</td>
<td>28cm</td>
</tr>
<tr>
<td>Contents</td>
<td>57 colour maps</td>
</tr>
<tr>
<td>Acc.No.</td>
<td>3345</td>
</tr>
<tr>
<td>Edition</td>
<td>1st</td>
</tr>
<tr>
<td>Scales</td>
<td>Varied</td>
</tr>
</tbody>
</table>
### Main Entry

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 atlas (iii, 85 p.): 57 col.maps; 28cm. Audience: School children</td>
</tr>
<tr>
<td>3345</td>
<td>1. World-Atlas. I. Title</td>
</tr>
</tbody>
</table>

### Added Entry (Subject)

<table>
<thead>
<tr>
<th>912 IND</th>
<th>School atlas .....</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

### Added Entry (Title)

<table>
<thead>
<tr>
<th>912 IND</th>
<th>School atlas .....</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>
Example-12 (Sound Recording)

Mozart

Masterpiece Classical
Midas
Delhi
1987

Other Information
Call No. : 782.1073 MOZ
Acc.No. : 2357
Contents : Four movements by different singers.
It is a 60 minute audio cassette with 2 tracks.

Main Entry

782.1073 MOZ Mozart

1 Cassette (60min.):analogue, 2 track
Contents: Four movements
1. Musicals. I.Title

The corresponding added entries can thus be prepared accordingly for
a) MUSICALS
b) Masterpiece classical.
The Perfect

[Motion Picture]
Chopra Production
Pankaj Film Distributors, 1993
Credits:
Producer-Rajkumar Chopra
Director-Ramesh Sehgal
Music-Abid Noshad
Film Editor-Johan Bloomberg

Other Information
Call No. : 694.092 N93
Acc.No. : 5687
B&W 75mm film of 80 minutes.
It is based on the Novel The Perfect by Johan Heed.

Main Entry

<table>
<thead>
<tr>
<th>M</th>
<th>N93</th>
<th>Chopra Production</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The Perfect [Motion picture]/ Chopra Production: Pankaj Film Distributors, 1993. 1. Film reel (80min.) b&amp;w; 75mm. Credits: Producer–Rajkumar Chopra; Director – Ramesh Sehgal; Music – Abid Noshad; Editor–Johan</td>
</tr>
</tbody>
</table>

Continued on next card
Here *b&w* is being used to mean the film of black and white as prescribed by AACR-2R. Other added entries for the subject and the title can be prepared accordingly.

### 4.12 SACRED BOOKS AND SCRIPTURES

Generally the works under sacred scriptures will be entered under title i.e. known as uniform title. The language of the text shall be added at the end of uniform title.

**Example-14**

**The Holy Bible**

**Containing old and new testaments**

**Translated from original tongue by Thomas Green**

**Nelson & Sons**

**London**

**1960**
Main Entry

Q6:2 Ko Bible, English.
Holy Bible: containing old and new
testaments; translated from the original
tongues by Thomas Green.— London: Nelson,
1960
1296p.; 24cm.
I. Green, Thomas.

Added Entry (Collaborator)

Q6:2 Ko Bible, English.
Green, Thomas.
(Rest in the main entry)

Example-15

Shrimad Bhagavad Gita
Translated from Sanskrit by Juan Mascaro
Penguin Books
Hermonsworth
1962
### Main Entry

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Mahabharat, Bhagavadgita, English.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24739</td>
<td>Srimad Bhagavadgita; translated from Sanskrit by Juan Mascaro.—Hardmondworth: Penguin, 1962. 122p.;22cm. I. Mascaro, Jaun</td>
</tr>
</tbody>
</table>

Note: For Shrimad Bhagavadgita the uniform title Mahabharata is used.

Shrimad Bhagavadgita is a part of Mahabharata. Therefore the uniform title Bhagavadgita is preceded by Mahabharata.

### Added Entry (Collaborator)

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Mascaro, Jaun</th>
</tr>
</thead>
<tbody>
<tr>
<td>24739</td>
<td>Mahabharat, Bhagavadgita, English. (Rest as in the main entry)</td>
</tr>
</tbody>
</table>
## Anvarul Quran

**Qadsam’ i-allah translated with Tamil commentary by**

E.M Abdul Rahaman.

Kootanallur

Adam trust

1960

---

**Other Information**

- **Call No.:** Q7 K0
- **Page:** 205
- **Size:** 24 cm
- **Acc.No.:** 57695
<table>
<thead>
<tr>
<th>Q7:2</th>
<th>Koran. English.</th>
</tr>
</thead>
</table>

**Added Entry (Collaborator)**

<table>
<thead>
<tr>
<th>Q7:2</th>
<th>Abdul Rahaman, E.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>K0</td>
<td>(Rest as in the main entry).</td>
</tr>
</tbody>
</table>

**Added Entry (Title)**

<table>
<thead>
<tr>
<th>Q7:2</th>
<th>Koran. English.</th>
</tr>
</thead>
<tbody>
<tr>
<td>K0</td>
<td>Anavarul Quran</td>
</tr>
<tr>
<td></td>
<td>(Rest as in the main entry).</td>
</tr>
</tbody>
</table>
Documents are of many types. They are procured by the libraries for the users being served. In order to make them known to the users cataloguing of the procured documents is a need. The concerned library has to adopt a cataloguing code for the purpose. Of the different cataloguing codes the AACR-2R is found to be used in many libraries of different levels. It provides specific rules for making entries of different types of materials. While cataloguing documents using AACR-2R one requires to know such rules. In this unit you have been introduced how documents of various nature are catalogued using the code.

### 4.13 SUMMARY

Documents are of many types. They are procured by the libraries for the users being served. In order to make them known to the users cataloguing of the procured documents is a need. The concerned library has to adopt a cataloguing code for the purpose. Of the different cataloguing codes the AACR-2R is found to be used in many libraries of different levels. It provides specific rules for making entries of different types of materials. While cataloguing documents using AACR-2R one requires to know such rules. In this unit you have been introduced how documents of various nature are catalogued using the code.

### 4.14 SUGGESTED ACTIVITIES

1. Survey the libraries located near your area and find how many of them follow AACR-2 as a catalogue code.
2. Visit a library which has adopted AACR-2 and find out which level of description they use for cataloguing documents.
3. Collect bibliographical details of different types of books and make main entry and added entries for them.

### 4.15 ANSWERS TO SELF CHECK EXERCISES

1) AACR-2R is a cataloguing code adopted by many libraries for cataloguing different types of documents.

2) There are two parts in AACR-2R comprising 19 chapters; 13 chapters in Part-I and 6 chapters in Part-II.

3) Important entry elements used in cataloguing documents are: Heading, areas and descriptive elements, call number, accession number, punctuation marks and tracing.

4) The eight areas to be described in cataloguing documents as per AACR-2R are:
   a) Title and statement of responsibility
b) Edition  
c) Material (or type of publication) specific details  
d) Publication, distribution, etc.  
e) Physical description  
f) Series  
g) Note  
h) Standard number and terms of availability.

5) For the books written by more than three authors and none is shown as principal author, the main entry is made under the title. The first named author alone is provided for the added entry.

6) For the edited books by more than one editor, main entry is made under the title of the book.

7) a) Gaudefroy-Demombynes, Maurice  
b) Mohammad Fazal  
c) Krishan Kumar  
d) Applebaum, Ronald L.  
e) Lawrence, Paul R.

8) a) 5th ed.  b) 6th rev.ed.

9) A corporate author is an organisation or agency publishing books under its name.

10) The entry element for a book published by a government is the geographical name of the country.

11) In cataloguing proceedings entry is made under the name of the conference. The number, year, place, etc. of the conference are given within parenthesis.

12) The entry elements for cataloguing serials are:
- Title and statement of responsibility area  
- Edition area  
- Numeric and alphabetic or chronological or other designation  
- Publication/distribution area  
- Physical description area  
- Series area  
- Note area  
- Standard number and  
- Terms of availability area.
4.16 KEYWORDS

Collaborator : A person or corporate body working with others to produce a book.

Element : A distinct unit of bibliographical information for example author’s name.

GMD : Usually non-book materials which are not in the form of books.


ISSN : International Standard Serial Number.

Realia : An artifact or a naturally occurring entity.

Sears’ List of Subject Headings : A tool to derive subject headings for added entries.

Tracing : Record showing the added entries to be prepared.

4.17 REFERENCES AND FURTHER READING


