Knowledge Organization and Processing – Cataloguing
DBLIS102

Unit 1

Library Catalogue

1. Introduction

If the library is considered as a heart of the institution, the cataloguebecomes the heart of the library. With the ever increasing collection of library, the catalogue becomes an essential and important tool to locate the desired material from the ocean of books. It is the key to the holdings of any library which interprets the documents to the users. It informs the users what type and kind of documents are available and where they are located.

2. Definition

The term catalogue originates from the two greek phrases Kata + Logos. Kata means according to and logos means order. So the literal meaning of catalogue is arrangement of reading material in a reasonable means in a particular order. The various authorities of library science have defined the term catalogueat various time in their own fashion. The first systematic definition is given by C.A. Cutter in his famous book 'Rules for Dictionary Catalogue' in 1876. According to him 'Catalogue is a list of books which is arranged on some definite plan. As distinguished from a bibliography, it is a list of books in some library or collection'. As in 19th century the measure part of the collection of library was books, Cutter has used the term book. In the second part of his definition he has distinguished the catalogue from bibliography, as bibliography is also a list of book on some topic, author or subject of particular library or group of libraries. According to J.D. Brown 'Catalogue is an explanatory logically arranged inventory and key to the books and their contents and it is confined to the books in a particular library'. According to him catalogue is always a logically arranged and it is not only confined to the books but also includes their contents. H.A. Sharp in his book 'Catalogue: A text book for use in libraries' has defined the catalogue as a 'list to books and other reading material in the holdingof a library or a group of libraries. The list contains entries of books, arranged according to some definite plan'. the use of the term group of libraries creates confusion as the catalogue of group of libraries is known as union catalogue and not a catalogue. S.R. Ranganathan has defined catalogue in his book Library catalogue: Fundamental and Procedure in

1938 as 'It is a tool which gives information about the contents of the library. It is divided into 2 parts – in subject and by author. It gives information about the arrangement and order in which they are lying in the shelves. It helps the reader to find out his or her desired book without any loss of time. It saves the time of the reader'. Ranganathan's definition is based on five laws of library science and it includes all the functions of library catalogue.

The most systematic definition is given by Oxford English Dictionary – 'now usually distinguished from a mere list or enumerations, by systematic or methodical arrangement, alphabetical or other order, and often by the addition of brief particulars, descriptive or aiding identification, indicative of locality, position, date, price or the like'. This definition emphasizes on descriptive catalogue, while in open access library there is no need of description about the collation and imprint.

To summarize, we can say that a library catalogue is a systematically arranged list of books, periodicals, manuscripts, maps, films, audio records and other graphic material. It contains the whole bibliographical information of a document viz author, title, publisher, edition etc. It is limited to a particular library.

3. Functions

The main function of library catalogue is to help the exploitation of resources of the library. Cutter has discussed the functions of library catalogue as:
   1. To enable a person to find a book of which either the
        (a)Author (b) Title, or (c) Subject is known
   2. To show what the library has
        (d) By a given author   (e) on a given subject and   (f) in a given kind of literature: and

   3. To assist in the choice of book as to its
        (g) Edition, and (h) Character

According to Margaret Mann 'the purpose of cataloguing is to put order into a collection of books so that volumes may be located and used for reference and circulation. Ranganathan has defined the functions of library catalogue in confirmation with the laws of library science. The first law demands that any book in the stock of library must be made available to a reader as and when asked for. According to him many books are of composite nature. Neither the title nor

the main entry may disclose the contents. The Second law of library science – every reader his/her book demands that hidden contents should be brought to the notice of the readers by preparing subject analytical entries. So also with the Third Law every book its reader demands subject analytical. The Fourth law – save the time of the reader as well as of the staff not only demands subject analytical but also a bipartite catalogue: alphabetical and classified parts so that the desired book is made available to the reader in minimum possible time. The Fifth law - library is a growing organism warrants adoption of a published catalogue code for consistency and choice of the physical form of catalogue. According to Ranganathan catalogue is a 'tool for the fulfillment of the laws of library science. He has summarize the functions of library catalogue as:

(a)   To disclose every reader his or her documents
(b)   To secure for every document its reader
(c)   To save the time of the reader, and for this purpose
(d)   To save the time of the staff

In general the library catalogue is expected to answer the following queries of the readers:

(a)   Is a particular book is in the library?
(b)   Which books by a particular author are in the library collection?
(c)   Is there a book in the library with such and such title?
(d)   Is there a book in the library with such and such collaborator i.e. editor, translator, reviser, compiler, illustrator etc.
(e)   Which are the books in the library with such and such series.
(f)   The books on a given subject.
(g)   To provide bibliographical information of a particular book i.e. author, title, series, edition, publisher, year of publication etc.

2. Importance

Seeing the above functions performed by a library catalogue, we can say that it is an essential tool for locating the books from the library collection. Without a catalogue, a library is regarded as human being without eyes and a house without windows.

4.1 Importance of Library Catalogue in Open Access System

In olden times Close Access System was in vogue due to rarity of reading material. As reader were not allowed to search the books personally, library catalogue was

the only tool, through which they were able to search it. In modern times all the libraries provide open access facility and readers are allowed to locate their required reading material without hindrance. They are tempted to go to the shelves directly and not to use catalogue. Hence there is a group of librarians and user, who are of the opinion that in open access system, the library catalogue has lost its importance. This is a wrong conception. In open access, library catalogue is more required as compared in close access. Due to open access facility, most of the popular books will be out of the stack room and issued to readers. In the absence of library catalogue, readers will not be able to know whether particular book is in library holdings or not and they will be disappointed. If there is a library catalogue they will be ascertained that the book is in library, it means it is issued to some other reader. Hence he can reserve the book at the circulation counter and as and when the desired book is returned, he will be informed accordingly and he will be able to have his required book.

4.2 Importance of library catalogue if the reading material is arranged in a classified order.

Again it is misconception that if the books are arranged on shelves in stack room and properly guided, reader can find his desired book easily approaching

through subject. According to Sharp catalogue is complement of classification. Classification serves only one approach that too is incomplete in case of multifocal books (dealing more than one subject). Library catalogue serves various lines of approaches i.e. author, collaborator, title, series etc. Hence even in classified library, catalogue is a valuable tool.

4.3 Indispensible tool for other sections of the library
Library catalogue is an indispensible tool for providing reference service, book selection, classification, cataloguing and circulation activities of the library. It is like a pivot around witch all the activities of library rotates.

Realizing the importance of catalogue, Edward Edwards, has remarked in 1859 in his book Memoirs of Libraries that 'there is no matter connected with the administration of a public library which can view, in point of importance, with the character and the conditions of its catalogue. However liberal its accessibility, however able it's chief, however numerous and well trained its staff, however large and well selected its stock of books, it will fall lamentably short of true

standard of a good library if its catalogue be not (i) well constructed, (ii) well kept up with the growth of the collection and (iii) thoroughly at the commend of its frequenter'.

On December the 31st, 1865, a user of the library of the American Geographical Society wrote to the president of the society thus 'open the New Year by making a catalogue of your library. A library without a catalogue is very much in the condition of a man without a name, a gentleman without a card or an individual without a post office address. Reform this'. Just as the starry heaven reveals the glory of the God, the catalogue reveals the glory of the librarian.

3. Adjuncts to Library Catalogue

Adjuncts means similar or identical things. In the context of cataloguing, those records and tools are known as adjuncts of library catalogue which may be consulted or used to supplement the information provided by catalogue. In library Accession register, Shelf list, Index, Bibliography etc are treated as adjuncts to library catalogue. To some extent they are identical or similar tools to library catalogue, but their functions are quite different as that of librarycatalogue.

5.1 Library Catalogue Vs Accession Register

Accession register is a record of the volumes aided to a library in the order in which they are received. Some of the columns of accession register are date, accession number, author, title, publisher, year of publication, pages, source, price, cost, volume, call number, withdrawal number, remarks etc. Some of the important functions of the accession register are:

- To furnish complete record on each item added to the library collection which canbe consulted when the item itself is not available.
- To maintain a chronological record of the libraries growth.
- To provide a direct method for tabulating growth, statistics, drafting annualreport etc.
- Useful for inventory, audit, insurance etc.

- Distinguishes several copies of the book.
- Gives find information about the book, whether it is in library or withdrawn.

Seeing the functions performed by Accession register, we can say that it is merely a stock register and it is a list of books chronologically received in the library, while a library catalogue helps in locating the book, serves many approaches through which a book can be traced i.e. author, title, collaborator, subject, series etc.

5.2 Library Catalogue Vs Shelf List

Shelf list is a 'record of the books in a library arranged in the order in which they stand on the shelves'. Each title is represented by a card giving the author, title, edition, number of volumes (it any), number of copies (if more than one), call number and such other items as the library deems necessary. The call number arranges the cards in the shelf list in the same way as it arranges the books on the shelves. In the beginning, the catalogues were compiled with the inventory purpose. But now this function is shifted to shelf list and catalogue is left free to develop on its all possible approaches. However shelf list serves the purpose of classified catalogue (can reveal the total books on the specific subject), if fails to give

information as other approaches are concerned. While catalogue is used by the readers, staff list is used only by the library staff.

5.3 Catalogue Vs Index

Both are treated as synonymous, but both perform different functions. While catalogue discloses whole collection of a library or a particular book, whereas an index reveals exact place of information he requires. The list of books by different authors is a catalogue, but the list of reference to individual subject in a book in an index. According to E.J. Coates' generally accepted difference between a catalogue entry and index entry is that the former includes some descriptive specification of a document containing a subject, whereas an index entry merely locates the subject.

5.4 Catalogue Vs Bibliography

A bibliography is also a list of books, manuscripts, articles, illustrations etc with required bibliographical details, compiled on lines similar to a catalogue and is limited in its scope to either an author, or a particular subject, but is not confined to a particular collection. Its main purpose is usually to bring to the notice of readers an exhaustive or select list of documents relevant to the pursuit of his enquiry or study. They are used for book selection, reference service, interlibrary loan etc. But they do not give the exact location in the library. Though both catalogue and bibliography are basically lists and their entries are arranged in definite order but the scope of catalogue is limited to a particular collection. Bibliography serves as adjunct to catalogue by providing additional information about a book. As such catalogue and bibliography are not identical though the distinction between the two is very narrow.

Unit 2
Normative Principles: Laws, Canons and Principles – Part 1

Introduction

In the context of cataloguing normative principles are those rules, laws, canons and principles which govern the preparation of catalogue codes and various types of entries, choice of headings, rendering of headings, description and other things related with the cataloguing of documents. Dr. S.R. Ranganathan is the first person to whom the credit goes for enunciating, propounding, discussing and analyzing normative principles of cataloguing. In the words of Ranganathan „The first application of scientific method to cataloguing and catalogue code was made in 1934. Between 1934 and 1938, some rules of Classified Catalogue Code came up for critical examination from time to time, both in classroom discussion and in staff meetings to consider problem books in cataloguing. On the anvil of such critical discussions, certain normative principles of cataloguing took shape. These were different from Five Laws of Library Science. Indeed, they were all implications of these Laws". These special normative principles were called as Canons of Cataloguing.S.R. Ranganathan has used 3 terms to denote his normative principles viz: Law, Canon and Principle.Law is the correct statement and is used in major disciplines such as Laws of Library Science, Newton"s Law etc. Law tells us what we have to do and what not to do.Canon means a general principle or standard by which judgements may be formed. It also means a body of writings which are accepted as genuine. Ranganathan has used the term in the context of divisions of first order of the major discipline such as cataloguing, classification, book selection etc.Principle is a rule regulating the procedure or method necessary to be observed in the pursuit or study of some art or science.

Ranganathan has used this term in the context of divisions of the second or later order of the major

disciplines such as Principle of Facet Sequence in Classification and Principle of Alphabetization in Cataloguing.

1. **Historical Development of Normative Principles**

All the normative principles of cataloguing were not developed in one stretch, they were developed in different stages as detailed below:

1.1   Formulation 1

Though Classified Catalogue Code came out in 1934, but the normative principles of cataloguing first time were included in Theory of Library Catalogue published in 1938. There were following six canons:

1.   Canon of Consistency
2.   Canon of Relevance
3.   Canon of Ascertainability
4.   Canon of Permanence
5.   Canon of Currency; and
6.   Canon of Prepotence

In addition to these canons, the general Law of Parsimony was also mentioned as guiding principle.

1.2 Formulation 2

The second formation of Canons of Cataloguing was made in Ranganathan"s Heading and Canon published in 1955 prepared in connection with the IFLA conference in the same year. In this book some canons were further added to and elaborated and the number of canons were extended to eight by the addition of the following two:

7.   Canon of Context

8.   Canon of Purity

The Canon of Relevance of the Theory (1938) was renamed as Canon of Sought Heading in „Heading and Canons" (1955). The Canon of Individualization was incorporated in Edition 4 of Classified Catalogue Code in 1958.

1.3 Formulation 3

The near-latest formulation of canons for cataloguing is given in the Classified Catalogue Code, Ed 5(1964). It has omitted the Canon of Purity and added the Canon of Individualization. This edition also mentions the following General Laws applicable to cataloguing:

1.   Laws of Interpretation

2.   Law of Impartiality

3.   Law of Symmetry

4.   Law of Parsimony

5.   Principle of Local Variation and

6.   Principle of Osmosis

1.4 Formulation 4

The latest formulation of Canon is in December, 1969 issue of Library Science with a Slant to Documentation. In it the following canon and principles were added:

1. Canon of Recall Value
2. Principle of Unity of Idea
3. Principle of Probability

So at present there are in all 9 Canons, 5 laws of Library Science, 4 Basic Laws and 4 Principles.

2. Need and Importance of Canons of Cataloguing

Library cataloguing is the important tool to exploit the use of reading material of the library. If should satisfy all the sought approaches of the readers. Hence there should be some principles to lead a cataloguer in the right direction. These principles lead him for consistency, accuracy and uniformity in all type of libraries in different times. Today cataloguing work is becoming difficult day by day due to enormous and constant increase in library output. The title pages of all the books are not standard (uniform). Many books are elusive (difficult to understand) and many subjects baffling (puzzling). While a title page reveals a new edition, actually it is a reprint. Sometime title page does not reveal the real subject of the book. As the light house guide the ships in the night on the sea, these canons and principles guide the cataloguers in their day to day work of cataloguing to achieve uniformity, consistency and accuracy. These canons are implications of the laws of library science, but are applicable to the field of cataloguing only. In case a canon fails to give a solution to a problem or there is conflict between canons, then an appeal to the laws of library science helps in the

solution. Canons of cataloguing are the specific normative principles applicable to cataloguing, that is:

- Drafting of a catalogue code including the formulation of each rule.
- Interpretation of the rules to meet new situations brought out by a particular document or by changes in the practice of book production.
- Provision of suitable guidance for day to day cataloguing work.
- To make critical study of any catalogue code.

In this way these canons throw light, in which catalogue code should be written as well as interpreted while applying. These have provided a scientific basis to the field of cataloguing. Prof. Ganesh Bhattacharya highlighting the potentiality of the normative principles remarked that „this set of normative principles of cataloguing is one of the outstanding contributions of India in the field of cataloguing. The potentiality and the versatility of these principles have not yet been fully realized by the library profession at large. Probably when first enunciated, these normative principles were ahead of time. However, their helpfulness and importance will be realized in due course. Those who have experience cataloguing as a discipline find them as the set of normative principles available for the discipline today".

3. Canons of Cataloguing

Out of the 9 canons of cataloguing, first 8 canons are discoursed below.
The latest 9th Canon-Canon of Recall value has been discussed in Module 4:

3.1 Canon of Ascertainability

Ascertainability means which is traceable. According to Ranganathan, the information provided in the entries of catalogue must be ascertainable and not imaginary. This canon prescribes the use of the title page and overflow pages as the main source of cataloguing information for the choice and rendering of the Heading of main entry and specific added entries. However the exception may be:

(a)   The extract note, extraction note and related book note of the main entry.

(b)   The leading section and directing section of Cross Reference Entry.

(c)   The heading derived from the extract note, extraction note and related book note of a Book Index Entry.

(d)   The heading and the directing section of Class Index Entry.

It means the information of the above sections can be taken from outside sources. The following are the additional sources of information to the title page:

(a)   Half title page for series and editor of series.

(b)   Generic content page for ordinary composite book.

(c)   Title page of constituent work for artificial composite book.

3.1.1 Purpose

Many codes suggest the cataloguers to search the information to be given in cataloguing entries outside the title page which creates inconsistency, and is the wastage of the time. If the Canon of Ascertainability is followed, there would be little need of making search to obtain biographical and bibliographical information from outside sources. According to Ranganathan it is the duty of publishers to give all needed information on the title page and back of title page

i.e. year of birth and death, entry element, real name (in case of pseudonym), call number etc. This canon would be better satisfied if an international standards for the title page and its overflow pages is adopted.

3.1.2   Implications

Classified Catalogue Code (CCC) fully regards the Canon of Ascertainability. All the rules make provision to prepare the entry under the heading available on the title page. Chapter MD of CCC prescribes rules for the choice of heading. For example in case of pseudonym author if the title page gives the pseudonym author, entry is made under pseudonym and if real name is also given in subordinated manner, it is also given in the heading section. However if the real name is given in prominent form and pseudonym is given in subordinate manner, it is rendered under the real name and pseudonym is given in brackets in subordinate manner. This canon is violated in CCC in case of absence of series number. In this situation, CCC allows the use of year of publication or even in the absence of year of publication, the use of serial number 1,2,3 etc as the case may be. However Ranganathan calls it as purposeful violation of the canon. AACR-2R also accepts this canon to a great extent. Prescription of Rule No. 1.0A Sources of Information and Rule No. 2.0B1 Chief Source of Information etc follow

it. However this canon is violated by some rules of AACR-2R i.e. 21.1A2 Probable author, 21.4A Use of outside sources named or not, 22.2A Predominate name, 22.2C Change of name choose the latest name etc are some of the example of violation of this canon.

3.2 Canon of Prepotence

The potency to decide the position of an entry among the various entries in a catalogue should if possible, be concentrated totally in the leading section, and even there, it should be concentrated, as much as possible, in the entry element. If total concentration in the leading section is not possible, the minimum possible potency should be allowed to over flow beyond it, to later sections, and even this should be distributed in the decreasing order of intensity.

Earlier while writing a letter the potency was given to city. It was written in capitals. It was underlined, someone wrote it in English and Hindi. Now potency is given in Pin Code.

3.2.1 Purpose

Ranganathan has pointed out „the essence of a library catalogue is arrangement of entries. The entries get sorted letter by letter and digit by digit. The potency goes on decreasing rightwards and downwards, from the first letter or digit in most of the scripts. Any mistake in the first letter or the digit will therefore be fatal. The entry will virtually lost in far of region of the catalogue. Hence the purpose of this canon is to place the entry under the most potent part of the bibliographical information considering the purpose of the entry. Every possible care should be taken in recording correctly the most potent part of the entry and the later parts.

3.2.2 Implications Main entry

In CCC it is fully respected. Main entry of CCC is fully potent. Every work of every author gets individual number and there is no need of seeing other sections of the main entry, while in AACR-2R the main entry is author entry. However much the name of the author may be individualized by giving the full names, year of birth and death, it may not individualize the document described in the entry. Author might have written two or more documents. In this way potency is not concentrated in leading section. A part is necessarily overflows into the title section. More over while in CCC entry element is given in capitals and forename in brackets, in AACR it is given in running hand, CCC gives potency and it is according to principle of sweep of the eye.

Cross Reference Entry

In Cross Reference Entry, the leading section has only a little potency. A good deal of potency necessarily flows into the third section which gives the locus and in this way violets the canon.

Subject analytical in dictionary catalogue also do not respect the canon of prepotence.

Class Index Entry and see and see also subject entries
Class Index Entry satisfy fully, as there can not be two class index entries with the same heading. All the potency in respect of arrangement of entries, of a class index entry is totally concentrated in its leading section. Its 2nd section- directing words-and 3rd section containing class number are totally impotent.

Dictionary catalogue also respects this canon.

Book Index Entry and Name & Title Entries

CCC and AACR-2R, both the codes satisfy this canon. But AACR-2R violets in the case of government publications.

CCC   INDIA, EDUCATION (Ministry of-).

AACR   India. <u>Ministry of Education.</u>

3.3   Canon of Individualization

This canon prescribes that the name of any entity-be it of a person, a geographical entity, a corporate body, a series, a document, a subject, or a language-used as the Heading of a catalogue entry should be made to denote one and only one entity, by adding to it the necessary and sufficient number of individualizing elements.

3.3.1 Purpose

If the name of entity used as heading is not individualized, this would cause homonyms and catalogue will become a mess.

4.2.2 Implications

Both CCC and AACR-2R have provided rules for individualization. CCC prescribe Rules JB32, JB3, JB41 dealing with the individualization of geographical entities. Rule JA5 prescribes year of birth and dealth as individualizing element after the secondary element of the personal author. Rule JC71 prescribe year of formation is to be added as individuating element in the case of temporary organ of government. Rule JD2 prescribes individuating element to be used for resolving the homonym is to be the term denoting its:

1.   Place, if it is a localized institution;

2.   Country, if it has a national status;

3. Constituent state, country, district, taluk, etc if it is a State, Country, District, Taluk, etc. Institution; and

4. Headquarters, if it cannot be individualized conveniently by any of the terms mentioned in 1,2 and 3 above.

Similarly Rule JF2 prescribes the name of the place of conference and its year be added as individualizing elements to the name of a conference which is not held periodically. Rule JE3, JE4 are for individualization of Diplomatic and Conference without specific name.

3.4 Canon of Sought Heading

This canon prescribes „that the decision for choice and rendering of heading for the main entry and added entries should be based upon the possibilities of the users‟ approaches to the library catalogue‟. It more no element in a catalogue entry should be included which is not relevant to its purpose. If there is no likelyhood of an approach by any of the users (readers or library staff) looking for a particular choice and rendering of a heading it should not be used as heading.

3.4.1 Purpose

The purpose of this canon is to make all such entries which are likely to be demanded by the readers. For example a reader can ask a document by author, title, collaborator, or series for which author, title, collaborator and series entries are prepared, putting this information in heading section. It is also the purpose to check unnecessary bulk of entries which are not going to be asked by the readers

i.e. no need of preparing title entries for expressive titles viz Introduction to, Elements of, Primer of, Text Book of etc.

Canon of Sought heading will greatly help in framing of various rules for choice and rendering of heading. It will prove helpful in the designing of a catalogue code.

3.4.2 Implication

The decision whether any of the users may or may not make an approach for a particular type of choice of a heading will be based on the judgement of the cataloguer. The judgement should be based on experience of serving the readers on reference counter and should be applied carefully. Some of the implications are:

(a)   Change of title approach: The need for preparing entry for changed title is due to this canon e.g. a book Village India was later published under the title Village uplift in India. If both the books are purchased in the library, but only one is available when a reader approaches the library, his demand can be fulfilled even any one of these titles is available.

(b)   Extract and its approach: If an extract of a book is published and available in the library alongwith the book from which it is extracted, it will be able to satisfy reader"s demand. This will only be possible if he knows its existence. For this purpose a note in catalogue entry Extract from ……. will be helpful.

(c)   Merger book and its demand: In 1953 the phenomena of two or more books merged into one book was noticed by Ranganathan. Canon of Sought Heading

prompted the framing of a rule to meet such a problem. Pseudo series: The concept of Pseudo series owes its origin practically to this canon. What are the plays of Shakespeare"s with variorum edition are available in the library was asked which lead to the concept of Pseudo series.

(d)   Sobering of Chain procedure: Chain procedure was developed in 1938 and the Canon of Sought Heading was included in 4th ed of CCC in 1958. Earlier all the links of the chain were treated as significant links for the class number L183:

L   Medicine

L1   Regional organ, Medicine L18   Head,

Medicine

L183 Ear Medicine

Entry number 2 and 3 were unsought and not relevant to the purpose of readers. These were also objected by Law of Parsimony. But the way was discovered only after this canon was evolved.

(e)   Cross Reference Index Entries: Cross Reference Index Entries are created by a compromise of Law of Parsimony and Canon of Sought Heading. A reader may remember only one of the names used by the author out of the names given in the heading section. But how to satisfy the readers approach for the alternative name. This approach is served by preparing Cross Reference Index Entries.

3.5 Canon of Context

This canon prescribes that
"The rules of catalogue code should be formulated in the context of:
The nature of cataloguing features of the book, prevalent in the mode of book production.

1. The nature of organization of libraries prevalent in regard to the mode and quality of library service, and

2. The coming into existence of published bibliography and particularly bibliographical periodicals, and

3. That the rules should be amended from time to time to keep step with the changes in the context".

Implications

In the light of this canon Ranganathan suggests to omit the bibliographical details such as pages, size, imprint etc from the main entry of catalogue in open access system, as readers can see this information personally, if needed. There is no need too of giving annotation. If library is acquiring published bibliographies, there is no need of preparing analytical entries. The formulation of Canon of Recall Value is also due to the Canon of Context, as it was felt that in a multiworded name of Institutions, Conference etc the term of highest recall value should be used as the entry element in the heading. This canon demands that cataloguing practices should also be changed to keep abreast with changes. Hence the rules in catalogue code should also be revised keeping in view of the changes. AACR-1 has been revised to incorporate the provisions of ISBDs.

3.6   Canon of Permanence

This Canon prescribes that „no element in an entry, the heading in particular, should be subjected to change by the rules of a catalogue code except the rules themselves are changed in response to the Canon of Context".

3.6.1 Purpose

The purpose of this canon is to achieve stability in the headings.

3.6.2   Implications

If the information once given in the heading section of an entry is changed frequently, it will involve much cost and labour. For example a author has written one book under one pseudonym. According to Canon of Ascertainability it will be rendered under that pseudonym. Later on his another pseudonym becomes familiar. If we are changing the heading of the book under recent pseudonymous name, we are not only violating the Canon of Ascertainability, but Law of Parsimony is also violated as we have to change the card of main entry and added entries. It is why the alternative names desired by Canon of Sought Heading are left to the care of Cross Reference Index Entries.

3.7   Canon of Currency

„The principle that the term used to denote a subject in a Class Index Entry of a classified catalogue and in a Subject Entry of a dictionary catalogue should be the one in current usage".

3.7.1 Purpose

3.7.2 To serve every reader with a subject entry under the heading under the currently used terms and not obsolete term best known among the majority of the users.

4.7.2   Comments

But there is one difficulty. To decide best known subject is difficulty problem. The name of the subjects are changing with the time. For example Library Science was known as Library Economy, Political Science as Politics, Economics as Political Economy and Physics as Natural Philosophy etc. If we follow the Canon of Currency, it means we are violating the Canon of Permanence. So this conflict was resolved by a partition of field. Canon of Currency has its sway only over subject headings or Class Index Entries and Canon of Permanence over name heading i.e. name of person, geographical entity or corporate body.There is another difficulty. Current among whom? Two different terms may be current at the same time among specialists as well as general readers. As a general rule we should adopt the multiworded general terms, as general terms are followed by both by general readers as well as by special readers as compared to one worded special terms, e.g. Child Medicine in preference to Pediatrics. If we adopt special terms, the general readers will be unable to follow it. Therefore as per Second Law of Library Science, to serve every reader common name should be preferred to special terminology in subject headings.

3.8   Canon of Consistence

CCC defines this canon as „the principle that:

1.   The rules of a catalogue code should provide for all the added entries of a document to be consistent with its main entry; and

2.   The entries of all documents should be consistent with one another in certain essentials such as choice, rendering, and style of writing, the heading and the other sections".

4.8.1 Implications

Observance of this canon ensures great deal in uniformity in catalogue e.g. main entry of all documents in dictionary catalogue is author entry in all cases. The added entries of documents should be consistent with the main entry. Inconsistency of any sort will spoil the whole structure of the catalogue.

It also saves the time of the readers because they become acquainted with the consistent form in which information is rendered in all entries, which enables them to become familiar with the catalogue easily.

Unit 3

Cooperative Cataloguing, Centralized Cataloguing and Union Cataloguing and Precis

Introduction

Cooperation in any sphere of human activities has become a common practice today. The success achieved through cooperation on national and international levels in many fields in the world has set us thinking as to how cooperation is essential to achieve any end.

Library cooperation is essentially a development of the twentieth century. Its evolution has its roots in the social, economic and technological changes and advances of the last seventy five years or so.

Cooperation has helped to mitigate the disability of limited resources, to coordinate methods and activities and to bring about by standardization an uniformity in the administration of services offered to the public.

1. Cooperative Cataloguing

Cooperative or centralized processing in one form or another is not a new idea, but it is an old one. Panizzi, William D Cooley and Charles C Jewett are the pioneers who advocated the need of cooperative cataloguing in 1850s. Through cooperative cataloguing, cooperating libraries share and avoid the wasteful duplication of cataloguing processes at individual libraries in producing a catalogue for their mutual benefit and also for the benefit of other libraries.

1.1 Definitions

The various authorities of library science have defined Cooperative Cataloguing. Some definitions are as follows:

Harrods's Librarian's Glossary

'The sharing by a number of libraries of cost and / or labour of cataloguing to avoid the duplication of effort common to each'.

ALA Glossary of Library Terms

'The production of catalogue entries through the joint action of several libraries, in order to avoid duplication of effort, particularly the plan by which cooperating libraries prepare copies of catalogue cards to be printed by the Library of Congress'.

Needham, C. D.:
'Cooperative cataloguing refer to a situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit'.

Cooperative cataloguing may operate at local level, between two or more adjacent library systems, at regional level, as in the compilation of regional union catalogues or at national level. National cooperative cataloguing is often combined with national centralized cataloguing so that the widest possible coverage of publications is represented by catalogue entries available to any library.

1.2 Objectives

S.M. Tripathi has enumerated the objectives or cooperative cataloguing as under:-

1)   The basic object of cooperative cataloguing is to effect economy in the cost of cataloguing which the cooperating libraries share and to obviate the wasteful duplication of cataloguing processes of the participating libraries.
2)   The union catalogue produced in this way will assist in the location and selection of documents which cannot be easily known in its absence.
3)   The most important object of the cooperative cataloguing is to reveal the total resources of a region which enables the readers to select the desired materials.

1.3 Need and Purpose

Need for cooperative cataloguing was felt long back. In 1850 Royal Commission on British Museum asked Panzzi to prepare a catalogue of British Museum as well as a Union catalogue of works published in English in Great British or its colonies. C.C. Jewett and William D. Cooley advocated for the need of centralized and cooperative cataloguing long back. Due to literature explosion, acquisition rate of publications in libraries in increasing. A general review of the book stock of public and university

libraries shows that there are several books, which are common to all these collections. If the collection of each library is separately catalogued, there will be huge wastage of money, manpower and machinery. If this work is done be a central agency, 60 per cent of the books in university libraries and 90 per cent of the books in public libraries can be provided with ready made catalogue cards. The remaining stock can be catalogued by individual libraries.

1.4 Advantages

Some of the advantages of cooperative cataloguing are enumerated below:

1.   Efficient and adequate catalogue entries are available.
2.   Delay in cataloguing is reduced.
3.   There will be saving of labour and time of the staff and there services can be devoted for readers advisory services, reference service, library extension activity etc.
4.   There will be huge economy as printed cards will be cheaper.

1.5 Disadvantages

There will be some disadvantages of cooperative cataloguing:

1.   Catalogue cards for certain titles of books cannot be supplied by cooperative catalogue agency.
2.   It will decrease the number of skilled cataloguers to be employed by different libraries resulting unemployment of professional staff.
3.   In case, cataloguing agency does not enjoy the copyright, books will have to be sent to the cataloguing agency by participating libraries which will be difficult process.

1.6   Forms of Cooperative Cataloguing

a)   The Library of Congress is continuing a cooperative cataloguing programme. In this programme, other libraries are expected to contribute catalogue card copies for printing. Each copy is edited by the Library of Congress so as to correlate it with other entries provided on the LC Cards. These edited copies are printed and distributed to subscribers.

b)   Since 1965, the Library of Congress has established as global network of national and regional offices for international cooperation. These offices supply bibliographical data which serves as a basis for cataloguing by the Library of Congress.

c)   A good example of cooperative cataloguing is the possibilities of the creation of a union catalogued on the basis of data supplied by the individual libraries.

2.   Centralized Cataloguing

In a library system, where there is a Central Library having some branch libraries, many activities are performed repeatedly. The same book acquired at different branches will have to be classified and catalogued simultaneously. It is merely a wastage of time and manpower. If a central library takes of this work on behalf of its branches, the qualitative work can be done economically and uniformally.

If the same book is purchased in several libraries, all the libraries will have to process them. If book itself gives the catalogue entry or publisher supplies the catalogue entry along with book, the burden of classifying and cataloguing will be reduced to a large extent. This is possible through Centralized Cataloguing.

2.1   Definitions

Harrod's Librarian's Glossary

(a)   The cataloguing of books by some central bureau, and the distribution there from of entries.

(b)   The cataloguing at one library of all the books of a library system comprising more than one library, thus achieving uniformity throughout the system.

ALA Glossary of Library Terms

(a)   The preparation in one library or a central agency of catalogues for all the libraries of a system.

(b)   The preparation of catalogue cards by one library or other agency which distributes them to libraries.

Needham, C. D.

The cataloguing of documents by some central organization such as BNB, its main purpose, from a cataloguing point of view, being to save duplication of effort in cataloguing departments of numerous independent libraries.

Encyclopedia of Librarianship

The cataloguing, by one library or cataloguing office within a system of libraries, of all books acquired by all those libraries so that the results of such cataloguing are used by the individual libraries.

2.2 Objectives

The objectives of Centralized cataloguing according to Morsch are:

(a)   Avoid duplications of work;
(b)   To make the most effective use of the cataloguing personnel;
(c)   To reduce the cost of cataloguing;
(d)   To promote the uniformity of cataloguing and catalogues;
(e)   To raise the over all level of the quality of cataloguing.

2.3 Advantages

The advantages of Centralized cataloguing are many. For example:

(a)   Duplication of work can be avoided;
(b)   Cost of cataloguing can be minimized;
(c)   Uniform and standard cataloguing practices can be adopted;
(d)   Cataloguing can be qualitatively improved;
(e)   Some of the professional staff who are relieved of cataloguing work can be utilized for other useful professional service;
(f)   Preparation of union catalogue will become easy;
(g)   Promptness in service is possible; and
(h)   Use of sophisticated equipment for preparing entries is possible.
(i)   Printed catalogue cards are more legible and give neat appearance.

2.4 Disadvantages

There are some drawbacks and disadvantages in Centralized cataloguing. They are:

(a)   Pooling up the necessary funds to opt for centralized cataloguing may be difficult for some libraries.

(b)   Because of local variations, it may be difficult to go in for centralized cataloguing.

(c)   Some time centralized cataloguing system may cause delay as compared to local cataloguing.

2.5 Forms of Centralized Cataloguing

Some of the forms of Centralized cataloguing are as follows:-

(a)   Card (or sheaf) service
(b)   MARC (Machine-Readable Cataloguing) service
(c)   Information service
(d)   Cataloguing-in-Source
(e)   Cataloguing-in-Publication
(f)   Pre-natal cataloguing

2.5.1 Card (or sheaf) service

This is a type of Centralized cataloguing where the unit entries are prepared on cards (or sheaf) by a Central organization. Individual libraries can buy these cards in multiple numbers and after adding the appropriate headings to the basic unit, these cards are filed in catalogues. The BNB and the Library of Congress are rendering this type of service. There are many commercial firms as well providing commercial cataloguing services viz H.W. Wilson Company, U.S. Reprint Service and Zerox Bibliographics all of which supply sets of cards. Micrographic Cataloguing Retrieval System is a microfiche service, from which cards can be produced by reader see copy printer. Library of Congress also distribute proofs sheets, one each of all its cards. With the help of proop sheets, a typist can type out single cards and prepare other cards without much problem. The serial number of Library of Congress given to every item catalogued are carried in US trade bibliographies Wilson Cumulative Book Index, Bowker's Publisher's Weekly and Book Publishing Record and by using these numbers libraries can order card set to Library of Congress simultaneously ordering the titles to the booksellers. BNB had adopted Standard Book Numbering System.

2.5.2 MARC (Machine-Readable Catalogue) service

In this service, a central organization produces entries in a machine readable form, such as magnetic type etc, by using a computer, from the magnetic

tapes. Member libraries can either directly search the information from the tapes or use the service for the creation of conventional forms of catalogues and bibliographies. This service is receiving increasing acceptance all over the world. (MARC project has been separately discussed at the end of this module).

2.5.3 Information service

In this service, a bibliography is produced by a central organization, from which libraries can produce their catalogues either by cutting out the entries from the one sided printed bibliography and pasting them on cards etc. or using the information for their own cataloguing. The bibliography itself can also be used as a substitute for a catalogue. British National Bibliography and Indian National Bibliography comes under this service.

2.5.4 Cataloguing-in-Source

To have every published book bearing on the verso of its title page an authoritative catalogue entry and tracings may be something of a cataloguer's dream, but is became reality in January 1958 when Library of Congress started notable experiment with the initial grant by the Council of Library Resources for including the cataloguing information for a book in the book itself.

Under this venture, the central organization received page proofs of books from the publishers. These were given rush cataloguing and returned to the publishers alongwith a catalogue card within the same day on which they were received. When the book was finally published it was compared with the catalogue information prepared for it. From June 1958 to February 1959, the Library of Congress catalogued 1203 publications of 157 publishers. The average cost of cataloguing came of $25 per publication. The entry generally appeared on the verso of the title page in the form of a more or less accurate facsimile of a Library of Congress card. The catalogue entries thus prepared were called Cataloguing-in-Source. However this experiment could not be continued due to financial and technical problems.

2.5.5 Cataloguing-in-Publication

Despite of discontinuity of Cataloguing-in-Source experiment, there was an over increasing awareness of the great advantages of such a system and the economies that it could achieve. The Cataloguing-in-Publication programme was started in 1971. The Library of Congress received $200,000 as grants from the National Endowment for the Humanities and the Council on Library Resources for this programme for an experimental period of 2 years. Though this was a resurrection of the Cataloguing-in-Source, but it was given a new name as Cataloguing-in- Publication to show the difference between this

project and the earlier experiment. This project was to include all forms of publications, motion pictures, maps and books. While CIS was an experimental project, CIP programme was intended to be a continuous programme. Earlier under this scheme the entries are prepared at Library of Congress from gallery proofs and data returned to publishers within 10 working days. Sub-title, imprint and collations are omitted, but a complete record with the exception of collation is entered in MARC. The MARC is made available before four to six months of the publication of the book. This programme has processed over 28,958 titles during 1978 and later 1783 American publishers were collaborating in this scheme. This programme covered 73 per cent of total USA publications of book titles in 1978.Being influenced by Library of Congress CIP programme, the British CIP programme began in 1975 and about 20 publishers were invited to participate initially. In 1983, 855 publishers took part in this programme. This meant about 43% of the publis hers took active part in the programme. In 1999 Electronic CIP Programme (ECIP) was introduced resifting wide speed parternreships become a possibility. With the development of ECIP in 2000, National Library of Medicine (USA) followed by Cornell University and Northwest University in 2005 became the first members of ECIP Cataloguing Programme. Presently 21 libraries across the United States are members of this programme ECIP participating libraries act as virtual Library of Congress cataloguing sections to catalogue forthcoming titles published by an affiliated university press, selected independent publishers or in specific subject areas.

2.5.6 Pre-Natal Cataloguing

Ranganathan has for many years urged the inclusion of a catalogue entry and a class number in each book on publication. He named it as the Pre-natal cataloguing. It involves completion of technical work by the National Central Library of a country on each book before its release by the publisher. Either a master stencil of the catalogue cards is prepared for each book before its release and its number is noted on the back of the title or a standard entry, including tracing for added entries is printed in the book itself, usually on the back of the title page. Ranganathan has estimated that 'there will be a saving of 79 per cent in the technical man-power of a national library system by the adoption of pre-natal classification and cataloguing of all home produced books by the National Central Library of a country. S R Ranganathan has enumerated the following purposes of Pre-natal cataloguing:-

(i)   Faster availability of publications to readers through the quick processing and cataloguing.

(ii)   Cutting down of cost on cataloguing processes.

(iii)   Facilitation of standardization and easier identification of publications where ever they are quoted.

3.   Centralized Cataloguing Vs Cooperative Cataloguing

Though both the terms seem synonymous, but there is quite difference. While Centralized cataloguing reduces cataloguing effort by providing centralized services, in Cooperative cataloguing participating libraries cooperate in cataloguing work. According to Morsch 'Centralized and Cooperative cataloguing are often confused, partly because a cooperative project involving more than two libraries needs a central office to coordinate the work and distribute the production. Nevertheless, it should be kept in mind that Centralized cataloguing is that which is done by a number of libraries. Cooperative cataloguing is done in 2 or more libraries for the benefit of each participant and may be made available to others. Centralized cataloguing need not be cooperative. In one sense, the cataloguing done in the main building of a public library system, for use there are in branch catalogue as well, is centralized, though not, strictly speaking cooperative. The Printed catalogue card service of Library of Congress is centralized, since it is done centrally and, through the Card Division of the Library is made available to thousands of libraries to be used in their catalogues. It is not cooperative since it is done by one library primarily for its own use, the cost being borne by that library out of funds provided for the purpose of preparing a catalogue of its own.

Centralized cataloguing is preferred over cooperative cataloguing done to increased uniformity, more prompt availability of cards, and economy.

4.   Union Catalogue

4.1   Definition

Union catalogue is a form of cooperative cataloguing. It has been defined by different librarians and library scientists in their own manner. Dr. S.R. Ranganathan has defined it as 'list of all the documents in two or more libraries giving the names of all the libraries where copies of each document can be found'. He further adds that a union catalogue may cover all kinds of documents or any restricted kind of them. Another authority on union catalogue Kund Larsen has defined it 'a uniform catalogue is a listing in one sequence of the holdings of two or more libraries'. Harrod's Librarian's glossary defines union catalogue as 'a catalogue of stock in the various departments of a library, or of a number of library, indicating locations. It may be an author or a subject catalogue of all the books, or of a selection of them, and may be limited by subject or type of material'.

4.2 Advantages

Some of the advantages of union catalogue are as follows:

1. Helpful in procuring books on inter library loan.
2. Some books are costly e.g. reference books. Neighbouring libraries can decide what books will be purchased by which library. This type of cooperation will help in achieving economy.
3. It also helps in planning of stock in order to ensure better use of the collection and its preservation for future generation.
4. Union catalogue of periodicals provides useful bibliographical information. It indicates changes in the career of a periodical. As the entries in the union catalogues are carefully checked and standardized the libraries can follow the same rendering.

5. MARC I & II (MAchine Readable Catalogue)

A central organization catalogue the documents, records the data on magnetic tapes and supplies libraries with copies of the tapes. By using a computer from the magnetic tape they can then produce printed catalogues of their collection or entries on cards and various kinds of bibliographies. The MARC service got increasing acceptance all over the world. Many libraries maintain their catalogues in the form of magnetic tape viz NASA (National Aeronautics and Space Administration). The computer is interrogated directly to answer enquires.

5.1 Historical Background

The Library of Congress investigations of the possibility of using automated techniques for its internal operations began in the late 1950's. As a result a committee was set up under the chairmanship of Gilbert W. King to determine the feasibility of applying automated techniques in Library of Congress. The committee submitted its report in 1963 and recommended for automation of cataloguing, searching, indexing and document retrieval activities of Library of Congress. As a result a programme to produce cataloguing data in machine readable form called MARC came into existence in 1966. Financial assistance was given by the Council of Library (USA).

5.2 MARC Pilot Projects 1966-68

In January 1966, Library of Congress invited 40 libraries to participate in pilot project. Out of those who responded affirmatively 16 were selected. This included variety of libraries viz Government, Public, University, Special, School libraries etc. In 1966 February a conference of participating libraries was called for describing:

i.   Concepts, objectives, schedules, functions and requirements of experiment.
ii. The operation at Library of Congress.
iii. MARC format
iv. Materials to be sent weekly to participant libraries.
v.   The content of the report expected from the participating libraries.

Library of Congress took the herculean task of completing within 8 months the design and procedures and computer programmes required both for the Library of Congress operations and for the participants. Library of Congressstarted distribution in September 1966. First tap was sent in October and weekly service containing 800 titles began in November 1966. The participating libraries were computing the tapes with the help of computer. The project was limited to cataloguing data for English language monographs. Earlier it was decided to end the project by September, 1967 which proved unrealistic and it was extended upto June 1968 and pilot service was extended to four more libraries. Total 50,000 machine readable records were distributed. A final project report was published in 1968 describing the experience of Library of Congress and participating libraries. It contains a detailed description of MARC pilot system, including the tape format, character sets, bibliographic codes, and input procedure. An analysis of the cost of production during the project period, as well as brief summaries of the computer programes used are provided.

5.3   MARC II

4 months before the end of MARC I project, MARC II was begun after substantial evaluation of MARC I format. It covered all forms of material viz books, serials, maps, music, journal articles etc. In the beginning about 50 libraries became members of this programme on subscription basis and they were able to acquire in machine readable form cataloguing data for American as well as foreign publications acquired by Library of Congress under the Shared Cataloguing Programme. Since 1965, the Library of Congress has established a global network of National and Regional Offices for International Cooperation. Each office is responsible for the selection, acquisition and dispatch of material published locally. In Britain, office was located with the bookseller Stevens and Brown and the bibliographical information was supplied by BNB in MARC tapes.

From July 1969, Library of Congress shifted over to a period of testing the new procedures and programmes and a serial of workshops were held throughout the country for the purpose of briefing library staff on the MARC

II formats, Library of Congress procedures and the uses of MARC data by libraries.

The first 'Subscriber Guide to the MARC Distribution Service (later known as Books: A MARC format) was published in August 1968. MARC manuals

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were published in 1969. Through these the institutions which desired to subscribe to MARC would have the necessary information for programming.

In accordance with the original plans to specify MARC formats for forms of material other than books, Library of Congress published formats for serials and maps in 1970, for films in 1971 and manuscripts in 1973. The music and sound recordings formats were published in 1975. In the design of all formats, Library of Congress worked with other organizations that had expert knowledge of the material concerned.

The distribution services were expanded as funds were available:

(a)　Distribution of records for films began in 1972.
(b)　Distribution of records for Serial, Maps and French language books began in 1973.
(c)　Upto 1974 about 5,00,000 records were supplied.

During all these years, MARC has expanded its scope from English language records to all Roman alphabet language. Besides, the conversion system has changed from paper tape input device to online cathode ray tube terminals. Library of Congress plans to continue to expand MARC until all the Library of Congress cataloguing i.e. 2,50,000 title annually is encompassed within MARC system.

5.4　　　RECON – REtrospective CONversion

Since the MARC distribution service was found to be successful the other libraries throughout America showed interest in converting their existing catalogues. If this were to be undertaken in a cooperative basis, it would be economical without any duplication of titles in machine readable form. Since Library of Congress was also interested to convert its retrospective records, it agreed for a large scale centralized conversion of retrospective cataloguing records and their distribution to other libraries. With the help of Council of Library Resources, the Library of Congress was able to conduct a study. This was called as RECON (Retrospective Conversion). This study brought out a report in 1969 and examined in detail (a) the hardware and software required for a large scale conversion (b) existing Library of Congress files to select the one

which is most suitable for conversion (c) the rationale to set priorities for conversion and to do the job satisfactorily and (d) the costs of hardware,

software and man power for conducting the conversion process.

As a result of investigations, the study arrived at the following conclusions:

(1)   The MARC distribution service should cover all language and all forms of material.
(2)   Conversion of the retrospective records to machine readable form could be done early.
(3)   This service needs a standardization of bibliographic content and machine format standardization may be the same for current as well as retrospective material.
(4)   It should be centralized effort and should be under the direction of the Library of Congress.
On the basis of these recommendations, RECON pilot project was launched in 1969. The pilot project continued for 2 years and published its report in 1972. During this pilot project about 58,000 records were converted.

5.5   MARC in Other Countries

MARC came to U.K. in September 1967 with the grant of OSTI. By September 1968 tapes were produced. From May 1969 regular weekly service started. Not several institutions are making use of this service. Some other countries like Australia, Canada, France, Germany, Netherlands and Scandinavia etc have agreed to work to same MARC format standard. MARC is constantly changing US MARC and CAN MARC were harmonized in 1997 to create MARC 21 (meaning MARC for 21st century). British Library dropped UK MARC in favour of MARC 21. New tags and fields were added to accommodate new media i.e. field 856. Electronic location and Access was added in 1993 to make web-baked records accessible from MARC records. In July 2002, the 'Agreement for the development and publication of MARC 21 format' was signed by the representations of the National Library of Congress, the National Library of Canada and the British Library.

5.6   Uses of MARC

Some of the applications of MARC are noted below:-

1.   MARC tapes are used for selection purposes.
2.   It is useful in the production of catalogue cards and book catalogues.
3.   A bibliography in microform 'Books in English' is produced by merging BNB/MARC plus LC/MARC.
4.   LC selects appropriate records from the MARC files for inclusion in the production of bibliographic tools for the blind and physically handicapped.
5.   MARC is now searchable online by LC Card number within the Library of Congress.
6.   The MARC data base is being used more and more frequently in Library of Congress as a bibliographic reference to supplement the card catalogues.

Unit-4
Cataloguing Practice : CCC and AACR 2

1. Introduction

In module 16, rules of choice and rendering of headings of Government and its varuous organs are discussed. In this module cataloguing practice of Government and its organs are being discussed.

2. Cataloguing Practice: Constitutional Organ of Government according to CCCand AACR-2R

Title – 1

(Government and its Constitutional Organ)

GOVERNMENT OF UNITED STATES, HOUSE OF REPRESENTATIVES

Admiralty list of light for signals in the United StatesWashington,

1967

Other Information

Call No.	MD525.73 K7	Acc. No.		31391
Pages	221	Size		20.8 cm.

Main Entry (CCC)

	MD 52	5.73 K7
	REF R Uni ed	UNITED STATES, HOUSE OFESENTATIVES. Admiralty list of light for signals in theStates.
	313 91	

Tracing

United States,
Navigation.
Navigation.

United States,
House of
Representatives.

Class Index Entry-1

	UNITE	D STATES, NAVIGATION.
	division under	For documents in this Class and its Sub-ns, see the Classified Part of the catalogue the Class Number MD525.73

Class Index Entry-2

	NAV	IGATION.
	Class	For documents ……………………………. Number MD525

Author Book Index Entry

	UNIT	ED STATES, HOUSE OF REPRESENTATIVES.
	United	Admiralty list of light for signals in theStates. MD525.73 K7

Note:

1.　　Choice of Heading is according to Rule MD1 and rendering of heading is a per RuleJC21 and JC3 of CCC.

Main Entry (AACR-2R)

MD525 .73K7	Uni ted	States. <u>Congress. House of Representatives.</u>
31391	Sta es/ Rep r	Admiralty list of light for signals in UnitedGovernment of United States, House of esentatives.-Washington: [s.n.], 1967. 221 p.; 21 cm. 1. Signals and Signaling. I. Title.

Subject Entry

MD52 5.73K7	Uni ted	SIGNALS AND SIGNALING. States. <u>Congress. House of Representatives.</u>
		Rest as main entry

Title Entry

MD52 5.73K7	Uni ted	Admiralty list of light for signals in theUnited States. States. <u>Congress. House of Representatives.</u>
		Rest as main entry

See Subject Reference

	NA A	L SIGNALING.
		see SIGNALS AND SIGNALING.

See also Subject Reference

	NAV	IGATION.
		<u>See also</u> SIGNALS AND SIGNALING.
		Title Entry

Note:

1.   Constitutional organ has been rendered as per AACr-2R Rule 24.21A.

2.   See Subject reference and See also Subject reference have been prepared with the help of Sears List of Subject Headings. As per rule references have not been recorded in tracing.

3.   Cataloguing Practice: Head of the State and Head of the Government accordingto CCC and AACR-2R.

Title – 2

(Head of State)

THE PROCLAMATIONS OF KING HENRY VIII(NEW EDITION)

SIR ARTHUR BRYANT LONDON, CASSELL, 1968

Other Information

Call No.	V3,1xl91	K8	Acc. No.	59991
Pages	xii, 354		Size	22

cm.Note: 1. Contain tables, portraits.

2. King Henry VIII was Sovereign of United Kingdom during 1509-1547.

Main Entry (CCC)

	V3 ,1	xI91 K8
	Bry nt 599 91	GREAT BRITAIN, CROWN (Henry VIII). Proclamations. New ed. Ed by Arthur .

Tracing

Henry VIII, Collection, Great Britain, History. Collection, Great Britain, History. Great Britain, History. History. Great Britian, Crown (Henry VIII). Bryant (Arthur), Ed.

Class Index Entry-1

	HEN	RY VIII, COLLECTION, GREAT
	BRIT T divi io und er	AIN, HISTORY. For documents in this Class and its Sub- ns, see the Classified Part of the catalogue the Class Number V3,1xI91

Class Index Entry-2

	CO L	LECTION, GREAT BRITAIN, HISTORY.
	Cla ss	For documents ……………………………. Number V3,1x

Class Index Entry-3

	GRI A	T BRITAIN, HISTORY.
	Cla ss	For documents ……………………………. Number V3

Class Index Entry-4

	HIS O	RY.
	Cla ss	For documents ……………………………. Number V

Author Book Index Entry

	GRI A	T BRITAIN, CROWN (Henry VIII).
		Proclamations. New ed. V3,1xI91 K8

Collaborator Book Index Entry

	BRY A	NT (Arthur), <u>Ed</u>.
	Pro cla	Great Britain,Crown (Henry VIII):mations. New ed. V3,1xI91 K8

Note:

In CCC Head of Government and Head of states are treated similarly.

It has beenrendered as per CCC Rule JC4.

Main Entry (AACR-2R)

V3,1xI 91K8	Uni ted	Kingdom. <u>Sovereign (1509-1547: Henry</u>
11235	VIII /e Lon do	<u>VIII)</u> The proclamations of King Henrydited by Sir Arthur Bryant.-New ed.- n: Cassell, 1968. xii, 354 p.: ill., portraits; 22 cm. 1. Great Britain-Sovereign. I. Bryant, *Sir*
	Art hu	r. II. Title.

S   ubject Entry

V3,1xl 91K8	Uni ted	GREAT BRITAIN-SOVEREIGN. Kingdom. <u>Sovereign (1509-1547: Henry</u>
		<u>VIII)</u> Rest as main entry

Collaborator Entry

V3,1xI 91K8	Uni ted	Bryant, *Sir* Arthur Kingdom. <u>Sovereign (1509-1547: Henry</u>
		<u>VIII)</u> Rest as main entry

Title Entry

V3,1xI 91K8	Uni ted	The proclamations of King Henry VIII. Kingdom. <u>Sovereign (1509-1547: Henry</u>
		<u>VIII)</u> Rest as main entry **Title Entry**

Note:

1.   The heading has been rendered as per Rule 21.4D and 24.20.

2.   As per Rule 2.5C2 Tables are not treated as illustrations, hence it has not beenrecorded in physical description section.

Title – 3

(Head of State-Personal Author Heading)

PRESIDENT SPEAKS

A COLLECTION OF SPEECHES OF ZAKIR HUSSAIN

PUBLICATIONS DIVISION, MININSTRY OF INFORMATION &

BROADCASTING

NEW DELHI, 1971

Other Information

Call No.	V44y7M87 N71	Acc. No.	16548
Pages	279 p.	Size	26 cm.

Main Entry (CCC)

	V4 4y	7M87 N71
	of Za 112 35	INDIA, PRESIDENT (Zakir Hussian). President speaks: A collection of speeches kir Hussain.

Tracing

Zakir Hussain (1887), Case Study, Case study, India, History. India, History. History. India, President (Zakir Hussian).

Class Index Entry-1

	ZA K	IR HUSSAIN (1887), CASE STUDY.
	div io und er	For documents in this Class and its Sub- ns, see the Classified Part of the catalogue the Class Number V44y7M87

Class Index Entry-2

	CASE	STUDY, INDIA, HISTORY.
	Class	For documents ……………………………. Number V44y7

Class Index Entry-3

	INDIA,	HISTORY.
	Class	For documents ……………………………. Number V44

Class Index Entry-4

	HISTO RY	RY.
	Class	For documents ……………………………. Number V

Author Book Index Entry

	INDIA,	PRESIDENT (Zakir Hussain), HISTORY.
		President speaks. V44y7M87 N71

Note:
Head of the Government has been rendered as per Rule JC4.

Main Entry (AACR-2R)

V44y7M 87 N71	Za kir	Hussain
11235	Zak Info ma Div	President speaks: a collection of speeches ofHussain.-New Delhi: Ministry of tion and Broadcasting, Publication ion, 1971. 279 p.: 26 cm. 1. Presidents-India-Messages. I.
	Titl e:	Title II.A collection of speeches of Zakir Hussian.

Subject Entry

V44y7M 87 N71	Za kir	PRESIDENTS-INDIA-MESSAGES. Hussain
		Rest as main entry

Title Entry

V44y7M 87 N71	Za kir	President speaks. Hussain
		Rest as main entry

Sub-Title Entry

V44y7M87 N71	Zakir	A collection of speeches of Zakir Hussain.Hussain
		Rest as main entry

Explanatory Reference

	India	. President (1969-1971: Zakir Hussain)
	acting Zakir	Hear are entered work of the Presidentin his official capacity, for other works, see Hussain.

Note:

1.   As per Rule 21.4D3 the correspondence of Head of the State has been entered under personal authorship and as per Rule 21.4D3, 26.3C1 one explanatory reference has been prepared under the corporate heading.

2.   As per Rule 21.30J one added entry has been prepared under Sub title also.

Title – 4

(Head of Government)

WE ACCEPT CHINA'S CHALLENGE

Speeches in the Lok Sabha on India's Resolve to Drive out the Aggressor

by

Pandit Jawahar Lal NehruPrime Minister of India

सत्यमेव जयते

PUBLICATIONS DIVISION, MININSTRY OF INFORMATION &

BROADCASTING

NEW DELHI, 1961

Other Information

Call No.	CC	V44:1941, (zG)	K1		
	DD	327.54051	K1	Acc. No.	7555
	C				1
Pages		280	Size		27 cm.

Note: Bibliography on Indo-Sino relation on pages 235-80. Its

Class No. isV44:1941, (zG)a.

Main Entry (CCC)

	V44:	1941, (zG)K1
	Nehru) the L aggre 755 51	INDIA, PRIME MINISTER (Jawahar Lal . We accept China's challenge: Speeches in ok Sabha on India's resolve to drive out the ssor.

Tracing

V44:1941, (zG)a	P 235-80.	Aggression, China, Foreign policy, India. China, Foreign policy, India. Foreign policy, India. India, History. History. Bibliography, Aggression, China, Foreign policy, India. Prime Minister (Jawahar Lal Nehru). Nehru (Jawahar Lal).

Cross Reference Entry

	V4 4:	1941, (zG)a
		<u>See also</u> V44:1941, (zG) K1 India, Prime Minister (Jawahar Lal Nehru).We accept China's challenge. P 235-80.

Class Index Entry-1

	AGG	RESSION, CHINA, FOREIGN POLICY,
	INDI	A.
	divi io und er	For documents in this Class and its Sub- ns, see the Classified Part of the catalogue the Class Number V44:1941,(zG)

Class Index Entry-2

	CHI A	, FOREIGN POLICY, INDIA.
	Cla ss	For documents …………………………. Number V44:1941

Class Index Entry-3

	FO RE	IGN POLICY, INDIA.
	Cla ss	For documents …………………………. Number V44:19

Class Index Entry-4

	INDA,	HISTORY.
	Class	For documents …………………………….. Number V44

Class Index Entry-5

	HIS O	RY.
	Cla ss	For documents ……………………………. Number V

Class Index Entry-6

	BIBLI LI	OGRAPHY, AGGRESSION, CHINA,
	FORE RE	IGN POLICY, INDIA
	Cla ss	For documents ……………………………. Number V44:1941, (zG)a

Author Book Index Entry

	IND A,	PRIME MINSTER (Jawahar Lal Nehru).
		We accept China's challenge. V44:1941, (zG) K1

Cross Reference Index Entry

	NE H	RU (Jawahar Lal).

	Nel ru)	<u>See</u> INDIA, PRIME MINISTER (Jawahar Lal .

Note:

1.   Being Head of the Government, the rendering of heading has been recorded as perRule JG   .

2.   One Cross Reference Entry has been prepared as per Rule MJ.

3.   One alternative name Cross Reference Index Entry has been prepared as per Rule LB.

ain Entry (AACR-2R)

327.540 51 K1	India	Prime Minister.
75551	the L agg e Min s Info rm For ei 80. I.	We accept China's challenge: speeches in okSabha on India's resolve to drive out the ssor/by Pandit Jawahar Lal Nehru, Prime ter of India.-New Delhi: Ministry of ation and Broadcasting , 1961. 280 p.: 27 cm. Bibliography: Indo-Sino-relation, p. 235-80. 1. India-Foreign relations-China. 2. India- gn relations-China –Bibliography, p. 235- Nehru. Jawahar Lal. II. Title.

Subject Entry

327.540 51 K1	India	INDIA-FOREIGN RELATIONS-CHINA. Prime Minister.
		Rest as main entry

Subject Analytical Entry

327.540 51 K1	India	INDIA-FOREIGN RELATIONS-CHINABIBLIOGRAPHY, p. 235-80. . Prime Minister.
		Rest as main entry

Name Entry

327.540 51 K1	Ind ia	Nehru, Jawahar Lal . <u>Prime Minister.</u>
		Rest as main entry

Title Entry

327.540 51 K1	Ind ia	We accept China's challenge.<u>Prime Minister.</u>
		Rest as main entry

Note:

1.   Heading has been recorded as per Rule 24.20C.

2.   One subject analytical entry has been prepared as per Rules.

3.   One added entry from the personal name of Prime Minister has been prepared.

4.   Cataloguing Practice: Administrative organ of Government according to CCCand AACR-2R.

Title – 5

(Government with Administrative Organ of First Remove)

INDIA'S ECONOMIC POLICY

Ministry of Information and Broadcasting, Government of India

Published by

The Manager, Publication DivisionNew Delhi, 1988

Other Information

| Call No. | V44:19 (X) | N88 | Acc. No. | 377112 |
| Pages | vii, 201 | | Size | 26.1 cm. |

Main Entry (CCC)

	V44 :1	9(X) N88
	BR(A 37 71 1	INDIA, INFORMATION AND DCASTING (Ministry of-).India's economic policy. 2

Tracing

Economics, Foreign policy, India. Foreign policy, India. India, History. History. India, Information and Broadcasting   (Ministry of-).

Class Index Entry-1

	EC(N	OMICS, FOREIGN POLICY, INDIA.
	divi io un(er	For documents in this Class and its Sub- ns, see the Classified Part of the catalogue the Class Number V44:19(X)

Class Index Entry-2

	FORE	IGN POLICY, INDIA.
	Class	For documents ……………………………. Number V44:19

Class Index Entry-3

	IN DI	A, HISTORY.
	Cla ss	For documents ………………………………. Number V44

Class Index Entry-4

	HIS O	RY.
	Cla ss	For documents ……………………………. Number V

Book Index Entry-Author

	IN DI	A, INFORMATION AND BROADCATING
	Mi nis	try of -). India's economic policy. V44:19(X) N88

Note:

1.   The heading has been chosen as per Rule MD1 and rendering has been made as perRule MD21, JC21 and JC6.

2.   Rendering of Administrative organ of Government has been recorded as per Canon ofRecall Value.

Main Entry (AACR-2R)

V44:19(X)N88	India.	<u>Ministry of Information and Broadcasting.</u>
377112	Information India 1988.	India's economic policy/Ministry oftion and Broadcasting, Government of -New Delhi: Manager, Publication Division, vii, 201 p.; 27 cm. 1. India-Economic Policy. I. Title.

Subject Entry

V44:19(X)N88	India.	INDIA-ECONOMIC POLICY. <u>Minister of Information and Broadcasting.</u>
		Rest as main entry

Subject Entry

V44:19(X)N88	India.	India's economic policy. <u>Minister of Information and Broadcasting.</u>
		Rest as main entry

Note:
1. The heading has been rendered as per AACR-2R Rule 24.18(A) Type 1.

Title – 6

(Government with Administrative Organs of Remove First and Second)

CHALLENGES OF HIGHER EDUCATION

A Policy Perspectiveby

Directorate of College EducationMinistry of Education

Government of Rajasthan

Published by

Directorate of College Education, Jaipur, 1999

Other Information

Call No.	T4.4437	N99	Acc. No.	773312
Pages	xii, 114		Size	25.3 cm.

Main Entry (CCC)

	T4. 43	7 N99
	(Di ec per pe 773 31	RAJASTHAN, COLLEGE EDUCATION torate of-). Challenges of higher education: A policyctive. 2

Tracing

Rajasthan, University,
Education.University,
Education
Education.

Rajasthan, College
Education(Directorate

Class Index Entry-1

	RAJ S	THAN, UNIVERSITY, EDUCATION.
	divi io und er	For documents in this Class and its Sub- ns, see the Classified Part of the catalogue the Class Number T4.4437

Class Index Entry-2

	UNI VE	RSITY, EDUCATION.
	Cla ss	For documents ………………………………. Number T4

Class Index Entry-3

	EDU U	CATION.
	Cla ss	For documents ……………………………. Number T

Book Index Entry - Author

	RAJ S	THAN, COLLEGE EDUCATION

	(Di re	ctorate of-). Challenges of higher education. T4.4437 N99

Note:
As per Rule JC66 Organ of first remove of administrative organ has been omitted.

Main Entry (AACR-2R)

T4.44 37 N99	Raj ast	han, <u>Directorate of College Education.</u>
773312	per spe Min is Jai ur	Challenges of higher education: a policy ctive / by Directorate of College Education, try of Education, Government of Rajasthan.- : The Directorate, 1999.xii, 114 p.; 26 cm. 1. Colleges and Universities-Rajasthan. I.
	Titl e.	

Subject Entry

T4.44 37 N99	Raj ast	COLLEGES AND UNIVERSITIES-RAJASTHAN. han, <u>Directorate of College Education.</u>
		Rest as main entry

Title Entry

T4.44 37 N99	Raj ast	Challenges of higher education. han. <u>Directorate of College Education.</u>
		Rest as main entry

Note:

1.   The heading has been recorded as per AACR-2R Rule 24.19 using indirectSubheading.

2.   Name of author and Publisher being the same, Name of publisher has been recordedin imprint section as per Rule 1.4D2 and 2.4D1 (example 6).

Title – 7

(Government with Administrative Organ of Revenue First and Second)

SELECTED EDUCATIONAL STATISTICS, 1991

सत्यमेव जयते

MINISTRY OF HUMAN RESOURCE DEVELOPMENT PLANNING, MONITORING

AND STATISTICS DIVISION, GOVT. OF INDIA

Manager of PublicationsNew Delhi 1992

Other Information

Call No.	T.44'N91s N2	Acc. No. 39733
Pages	ix, 218	Size 25.8 cm.

Main Entry (CCC)
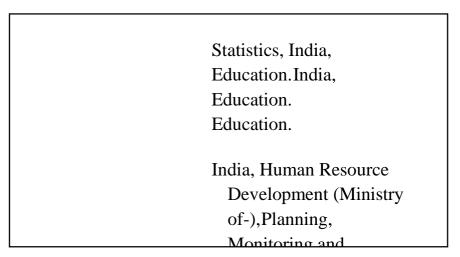
	T.4 N9	1s N2
	DE VE M ON I	INDIA, HUMAN RESOURCE LOPMENT (Ministry of-), PLANNING, TORING AND STATISTICS (Division). Selected educational statistics, 1991.

	39 73 3	

Tracing

Statistics, India, Education.India, Education. Education.
India, Human Resource Development (Ministry of-),Planning, Monitoring and

Class Index Entry-1

	STAT	ISTICS, INDIA, EDUCATION.
	divi io und er	For documents in this Class and its Sub- ns, see the Classified Part of the catalogue the Class Number T.44'N91 s

Class Index Entry-2

	INDI	A, EDUCATION.
	Cla ss	For documents ………………………………. Number T.44

Class Index Entry-3

	EDU U	CATION.

| | | For documents ……………………………. |
| | Cla ss | Number   T |

Author Book Index Entry

	IN DI	A, HUMAN RESOURCE DEVELOPMENT
	(Mi ni AN D	stry of-), PLANNING, MONITORING STATISTICS (Division). Selected educational statistics, 1991. T.44'N91s N2

Note:

1. As per Rule JC66, as homonym cannot be resolved without the adding organ ofearlier revenue, hence both the organs are recorded in their hierarchy.

Main Entry (AACR-2R)

T4.44' N91s N2	Ind ia.	<u>Ministry of Human Resource Development.</u>
39733	Mi nis Pla nn Go ve Pu bli	<u>Planning, Monitoring and Statistics Division</u>. Selected educational statistics, 1991/ try of Human Resource Development, ing, Monitoring and Statistics Division, rnment of India.-New Delhi: Manager of cations, 1992. ix, 218 p.: 26 cm. 1. Education-India-Statistics. I. Title.

Subject Entry

T.44' N91s N2	In di a.	EDUCATION-INDIA-STATSITICS. Ministry of Human Resource Development.
		<u>Planning, Monitoring and Statistics Division.</u> Rest as main entry

Title Entry

T.44'N 91sN2	India.	Selected educational statistics, 1991. Ministry of Hyman Resource Development.
		Planning, Monitoring and Statistics Division.
		Rest as main entry

Note:
The heading has been recorded as per AACR-2R Rule 24.19 using direct heading.

5. **Cataloguing Practice: Temporary organs of Government according to CCC andAACR-2R.**

Title – 8

(Temporary organ of Government)

MODERNIZATION OF INDIAN BANK INDUSTRY

Report of the Committee on Bank Industry

New Delhi

Ministry of Commerce, Government of India, 1995

Other Information

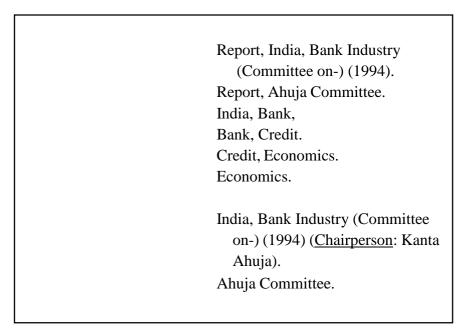|			
Call No.	X62.44'N94t N95	Acc. No.	154332
Pages	ii, 519	Size	28 cm.

Note   The committee was appointed by Government of India under the chairmanshipof Prof. (Mrs.) Kanta Ahuja in 1994.

Main Entry (CCC)

	X62.4	4:N94t N95
	on- (1 Rep or 154 33	INDIA, BANK INDUSTRY (Committee 994) (<u>Chairperson</u>: Kanta Ahuja). Modernization of Indian bank industry:t. 2

Tracing

Report, India, Bank Industry (Committee on-) (1994). Report, Ahuja Committee. India, Bank, Bank, Credit. Credit, Economics. Economics. India, Bank Industry (Committee on-) (1994) (<u>Chairperson</u>: Kanta Ahuja). Ahuja Committee.

Class Index Entry-1

	REPO RT	RT, INDIA, BANK INDUSTRY
	(Com m divi sio und er	mittee on-) (1994). For documents in this Class and its Sub- ns, see the Classified Part of the catalogue the Class Number X62.44:N9 4t

Class Index Entry-2

	REP O	RT, AHUJA COMMITTEE.
	Cla ss	For documents …………………………. Number X62.44:N94t

Class Index Entry-3

	IN DI	A, BANK.
	Cla ss	For documents ……………………………. Number X62.4 4

Class Index Entry-4

	BA N	K, CREDIT.
	Cla ss	For documents ……………………………. Number X62

Class Index Entry-5

	CRE D	IT, ECONOMICS.
	Cla ss	For documents ……………………………. Number X6

Class Index Entry-6

	ECO N	OMICS.
	Cla ss	For documents …………………………… Number X

Book Index Entry-Author-1

	IN DI	A, BANK INDUSTRY (Committee on-)
	(19 94	) (<u>Chairperson</u>: Kanta Ahuja). Modernization of Indian bank industry. X62.44'94t N95

Book Index Entry-Author-2

	AH UJ	A COMMITTEE.
		Modernization of Indian bank industry. X62.44'94t N95

Note:

1.   Temporary organ of Government has been rendered as per Rule JC7, JC71 and JC72.

2.   As per Rule KJ1* from the last link of Class Number of Temporary organ, two ClassIndex Entry have been prepared.

3.   As per Rule MK117* two Author Book Index Entries have been prepared.

Main Entry (AACR-2R)

X62.44' N94t N95	Ind a.	Committee on Bank Industry.
15432	rep ort Del hi Ind a, Kan ta	Modernization of Indian bank industry:of the Committee on Bank Industry.- New : Ministry of Commerce, Government of1995. ii, 519 p.: 28 cm. Chairperson: Kanta Ahuja. 1. Banks and Banking-India. I. Ahuja, . II. Title.

Subject Entry

X62.44 'N94t N95	In dia	BANKS ANS BANKING-INDIA. . Committee on Bank Industry.
		Rest as main entry

Chairman Entry

X62.44 'N94t N95	Ind a.	Ahuja, Kanta Committee on Bank Industry.
		Rest as main entry

Title Entry

X62.44' N94t N95	India.	Modernization of Indian bank industry.Committee on Bank Industry.
		Rest as main entry

Note: There is no special provision for rendering heading of temporary organ of Government in AACR-2R. It has been rendered as per Rule 24.19. However, the name of chairperson has been recorded in note section and one added entry under her name has been prepared.

6. **Title Pages for Practice**

Title – 1

(Head of the State)

THE PROCLAMATIONS AND EXECUTIVE ORDERS OF CHARLES II

Edited by

Thomas Cook

LONDON, HMSO, 1968

Other Information

Call No.   V3, 1 x K30   K8   Acc. No.   13313

Pages   ix, 321   Size   22.3

cm.Note   Charles II was ruler of Great Britain from

1665-1695.

Title – 2

(Head of the State-Personal authorship)

SPEECHES DELIVERED BY

HIS EXCELLENCY THE HONOURABLE GIANI ZAIL SINGHWHILE

PRESDENT OF INDIA

THE MANAGER OF PUBLIZATIONS, GOVERNMENT OF INDIA,

NEW DELHI, 1989

Other Information

Call No.	V44y7N16 N89	Acc. No.	47155
Pages	vii, 249 p.	Size	23 cm.
Note	Giani Zail Singh was President of India from 1984 to 1989.		

Title – 3

(Head of the Government and Multivolume Type-2)

PRIME MINISTER ON SINO-INDIAN RELATIONS

(IN 2 VOLUMES)

Published by

MINISTRY OF EXTERNAL AFFAIRS, GOVERNMENT OF INDIANEW DELHI,

1962

Other Information

Call No.	V44:194'N7 Volume-I	K2.1	-K2.2	Acc. No. Volume-II	66611 .2
Title	Indian Parliament	Public Speeches			
Pages	1-329	1-279			
Size	22 cm.	24.5 cm.			

Title – 4

(Government with Ist and 2nd remove of Administrative organs)

REPORT OF THE

DIRECTORATE GENERAL OF HEALTH SERVICES,CENTRAL BUREAU

OF HEALTH INTELLIGENCE, GOVERNMENT OF INDIA

Other Information

Title – 5

(Temporary organ of Government)

COOPERATIVE AGRICULTURE IN INDIA REPORT OF THE

COMMITTEE ON AGRICULTURALCOOPERATION IN INDIA, 1967

Department of Agriculture, Government of IndiaNew Delhi,

1968

Other Information

Call No.	XM,8(J).44'N67t	N68	Acc. No.	53331
Pages	xix, 419		Size	22.3 cm.

Note: The Committee was setup in 1967 by Government of India under thechairmanship of Dr. A.K. Swaminathan.

Title-6

(Government and its Ist and 2nd remove of Administrative Organs)

DEPARTMENT OF COOPERATION MININSTRY OF FOOD AND

AGRICULTUREGOVERNMENT OF INDIA

Manager of PublicationsGovernment of India, New

Delhi, 1967

Other Information

Call No.	XM,8(J).44'N5 K7	Acc. No.	11325
Pages	xii, 210	Size	21.2 cm.

Title-7

(Government with Constitutional organ)

UNITED STATES, CONGRESS JOINT ECONOMIC

COMMITTEE

SUB COMMITTEE ON FISCAL POLICY

The Federal Budget, Inflation and Full EmploymentWASHIGTON

U.S. Government Printing Office1970

Other Information

Call No.	X71:9915.73	N70	Acc. No.	15973
Pages	ix, 211		Size	21.5 cm.

Note: All the CCC Rules marked with * (Asterisk) are from Cataloguing practiceEd. 2. of S.R. Ranganathan.

7.   Further Reading

1.   Anglo-American Cataloguing Rules 2nd ed 1988 revision. Ottawa: Canadian LibraryAssociation, 1988.

2.   Ranganathan, S.R. Classified catalogue code with additional rules for dictionarycatalogue code. 5th ed. Bombay: Asia Publishing House, 1963.

3.   Ranganathan S.R. Cataloguing practice. 2nd ed. Bombay: Asia

Publishing House,1974.

Unit-5

Metadata and Dublin Core

INTRODUCTION

Metadata can be defined as a structured data which describes the attribute of the Dublin Core butes and contents of an original document to provide instant access. It is a description of objects such as images, e-texts, multimedia and other electronic files or data about data or information about information. Simple examples of metadata are index, schema, table and view. The other form of metadata are MARC-21 and rules sets used with it such as AACR2 are metadata standards and Traditional library cataloguing.

Objectives:

After reading this module in detail, it is expected that you will have a clear cut idea:

- The concept and meaning of Metadata

- The purpose and functions of Metadata have been clearly explained citing different functions with suitable examples.

- Further Types of metadata and benefits also stated in an understandable manner.

- In the Introduction, you can understand the reasons for the development of Dublin Core.

- The Initiatives and efforts made by different organizations for the genesis of Dublin Core have also discussed.

- What is Dublin Core Metadata Standard and the Mission/Goal have been clearly described.

- Two Types, namely Simple Dublin Core and Qualified Dublin Core have been stated.

- 15 elements of Simple Dublin Core has been explained elaborately giving appropriate explanations as and when necessary. Further 3 more elements besides the above 15 have also mentioned.

METADATA
MEANING OF METADATA

- „Meta" means something of a higher or more fundamental kind.
- Data which describes a resource (s) or data which is associated with an object that describes that object.
- Refers to networked electronic resources, all digital object that exists on the Internet and descriptive information about www.
- Also makes it easier to retrieve, use or manage an information resource.
- Commonly stored in database systems and linked to the objects described.
- HTML web page and the indexing data held by search engines is also metadata linked to the Information resource through Hypertext links to the URL.
- On the whole, the metadata can answer what, why, how, when, who and how about every facet of the data that are being documented.
- Metadata could be both Machine and Human generated description of a resource e.g. Bibliographic Database and OPAC.

PURPOSE OF METADATA

- To facilitate discovery of relevant information in the context of www and internet and helps to organize electronic resources.
- To be a source of bibliographic data.
- To facilitate users for data searching and browsing and instruct

how to interpret the data and, how to transfer the data and data documentation.

- Facilitate inter operability and supports digital identification and support archiving and preservation

- To characterize the original work sufficiently for the user to understand its contents ,purpose and conditions of use.
- Serves as a basic tool for cataloguing of web resources and to organize vast amount of information available on the INTERNET
- For easy accessibility and effective use of the required information.

FUNCTIONS OF METADATA

Metadata describes the content, physical description, location, type and form of the information necessary for management which includes migration, history dates, security, authentication, file formats. The different functions of Metadata can be enumerated as under:

i.   Resource Discovery :

- Metadata performs the same functions as an efficient, comprehensive and updated catalogue in resource discovery.
- Allowing resources to be found by relevant criteria.
- Identifying resources.
- Bringing similar resources together and separating dissimilar resources providing location information.

ii.   Organizing Electronic Resources

Unprecedented growth of Web-based resources, aggregate sites/ portals is immensely useful in:

- o Building the static Web Pages dynamically from mete data stored in data bases.
- o Organizing Web Information through channels as channels are pre-selected Web sites that automatically "push" streams of information to a users browser used for continuously updated information.

iii. Interoperability:

- Interoperability is the ability of multiple systems with different hardware and software platforms, data structure, interface and Networks effectively to exchange with minimum lose of contents and functionality and to use the information that has been exchanged in a purposeful manner.

iv. Digital Identification:

Most of the metadata schedules include:

- ISBN to uniquely indentify the work or object to which the metadata refers.
- The location of a digital object may also be assigned using a file name like Uniform Resource Locator (URL) or Digital Object Identifier (DOI). Persistent URL are preferable because file locations change frequently making URL and therefore metadata records invalid.

v. Archiving and Preservation:

As and when the hard ware and software technologies change, the Digital resources will not survive in usable form in future because the digital information is fragile and every possibility of being corrupted or altered. Hence Metadata is:

- To ensure that resources will survive and continue to be accessible in the future.

- To track the lineage of a digital object (where it came and how it has changed over time) to detail its physical characteristics and to document its behavior in order to emulate it on future technologies, it is highly essential that Archiving preservation require special elements.

TYPES OF METADATA:

Meta data can be grouped into three types: Descriptive, Structural and Administrative.

i.   Descriptive metadata

It refers to the intellectual content and associations of a document or resource in such a way that facilitates search identification and collection of information. It includes elements like title, author, date of creation or publication, abstract, keywords, information regarding the analog source from which a digital object is derived.

ii.   **Structural Metadata:**

It describes the structure of file, dataset or other information package that is being described. Also indicates how related files are bound together and how the object can be displayed and disseminated on variety of systems. Narrates the attributes of an object like size, electronic format and digital capture process.

iii.   **Administrative Metadata:**
It includes metadata for object management, right management, maintenance and preservation.

 BENEFITS OF METADATA:
- Resource Dscovery, Location and Resource Documentation
- Resource Selection, Evaluation and Assessment
- Safeguarding Intellectual Property Right
- Facilitates to filter obsolete data and provide only current information
- Permits to sort the information according to various forms besides according to subject content.

DUBLIN CORE

INTRODUCTION

Finding relevant information on the World Wide Web has become increasingly problematic due to unprecedented emergence of networked resources. Current web indexing to satisfy the demand for resource discovery tools is to be a poor substitute for richer varieties of resource description. Dublin Core is an initiative to create a digital "library card catalogue" for the web.The Dublin Core Metadata Element (DCME) Set is a standard for cross domain information resource description. It was developed to be simple and concise for describing Web-based documents. It is extensively used to describe digital materials such as composite media like Web pages, Image, Sound, Text and Video.

BACKGROUND:

The Dublin Core Metadata Initiative began in March 1995.The DCME Set arose from discussions at a Work shop in 1995 sponsored by OCLC and the National Centre for Super Computing Application (NCSA) which brought together librarians, digital library researchers, content experts and text mark-up experts to promote better discovery standards for electronic resources. As the work shop was convened in Dublin, Ohio, the element set was named as Dublin Core. The "Core" refers to the fact that the metadata elements set is a basic but expandable. The

Dublin Core Metadata Initiative (DCMI) is looking after the continuing development of Dublin Core and related specifications and also took initiatives to promote wide spread acceptance of metadata standards and practices. Dublin Core is made up of 15 metadata elements that has emerged from this effort in interdisciplinary and international consensus building that offer expanded cataloguing information and improved document indexing for search engines programs.

WHAT IS DUBLIN CORE METADATA STANDARD?

❖ It is by far the most important metadata initiatives for web resource description.

❖ It is an exchange format for sharing records.

❖ Dublin core standard was intended to be descriptive rather than evaluating.

❖ It is an effective element set for describing a wide range of networked services.

❖ It is an excellent tool for resource discovery for networked resources.

MISSION OF DUBLIN CORE

- Confronted with exponential growth of electronic resources and problem to catalogue all these resources, the goal was:
- To define a few elements and some simple rules that could be applied by non cataloguers.
- Simplicity of creation and maintenance.
- Interoperability among collections and indexing systems.
- Extensibility

- Commonly understood semantics

FORMS OF DUBLIN CORE

Two forms of Dublin Core exists: Simple Dublin Core and Qualified Dublin Core. Simple Dublin Core expresses elements as attribute-value pairs using just the 15 metadata elements from the Dublin Core Metadata Elements Set(DCMES).

Qualified Dublin Core using Audience, Provenance and Rights Holder increases the specificity of metadata by adding information about encoding schemes, enumerated lists of values, or other processing clues.

THE DUBLIN CORE 15 ELEMENT SET
1. **TITLE.** The name given to the resource by the Creator or Publisher. A Title will be a name by which the resource is formally known. If the Title is in HTML then the source document be viewed and the title heard (if any)is also included as a Title.

2. **AUTHOR or CREATOR.** The person(s) or organization(s) primarily responsible for the intellectual content of the resource. For example, authors in the case of written documents, artists, photographers or illustrators in case of visual resources.

3. **SUBJECT or KEYWORDS.** The topic of the content of the resource. Typically, a Subject will be expressed as keywords, phrases, or classification codes that describe the topic of the resource.

4. **DESCRIPTION.** An account of textual description of the content of the resource, including abstracts in the case of document-like objects or content description in the case of visual resources and reference to a graphical representation of content.

5. **PUBLISHER**. The entity responsible for making the resource available in its present form, such as a publisher, a university department, or a corporate entity.

6. **OTHER CONTRIBUTORS.** Person(s) or organization(s) in addition to those specified in the Creator element who have made significant intellectual contributions to the resource, but whose contribution is secondary to the individuals or entities specified in the Creator element.

7. **DATE.** The date when the resource was made available in its present form. A date associated with an event in the life cycle of the resource.

8. **RESOURCE TYPE**. The category of the resource, such as home page, novel, poem, working paper, technical report, essay, dictionary. It is expected that Resource Type will be chosen from enumerated list of types.

9. **FORMAT. The physical or digital manifestation of resource.** The data representation of the resource, such as text/html, ASCII, Postscript file, executable application. Format will be assigned from enumerated lists such as Registered Internet Media Types. Format may include the media-type or dimensions of the resource.

10. **RESOURCE IDENTIFIER.** String or number used to uniquely identify the resource. Examples from networked resources include URLs , URNs. , Digital Identifier Object and ISBN.

11. **SOURCE**. The work, either print or electronic, from which this resource is delivered, if applicable. A Reference to a resource from which the present resource is derived.

12. **LANGUAGE.** Language(s) of the intellectual content of the resource.

13. **RELATION**. Relationship to other resources i.e reference to a related resource.

14. **COVERAGE**. The extent or scope of the content of the resource. The spatial locations(a place name or geographic co-ordinates) and temporal durations (a period label, date or date range) characteristics of the resource. .

15. **RIGHTS MANAGEMENT**. The content of this element is intended to be a link (a URL or other suitable URI as appropriate) to a copyright notice, a rights-management statement, or perhaps a server that would provide such information in a dynamic way. Rights information often encompasses Intellectual Property Rights, Copyright and various property rights.

QUALIFIED DUBLIN CORE.

- Audience, Provenance and Rights Holder are its elements but not part of Simple Dublin Core which has 15 elements.
- **AUDIENCE.** A class of entity for whom the resource is intended may be determined by the creator or publisher.
- **PROVENANCE.** A statement may include a description of any changes in ownership and custody of the resource since its creation that are significant for its authencity, integrity and interpretation.
- **RIGHTS HOLDER.** A person or organization owning or managing rights over the resource. To indicate the entity it is better to use the URI or name of the Rights Holder.