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Catalogue Entries and Procedure

(A guide to cataloguing work according to ALA, AACR & CCC)



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53582

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To
My Mother
(My first teacher)

To
My Mother
(My dear mother)

FOREWORD

'Bibliographical control' is the organisation of each work in a systematic order for effective retrieval of information. It means providing accessibility to the contents of works as well as physical accessibility. Contents are made accessible by means of indexing, abstracting and classification. Physical access is provided through catalogues of the holdings of a particular library with individual call numbers by which to locate each item. Analytical entries and the classified entries of a Classified Catalogue serve both these forms of bibliographical control. A Dictionary Catalogue is unable to serve both those forms unless it has a supplementary location-tool to reveal the shelf-arrangement of books and their contents.

A catalogue should be designed to answer questions as to what books are in the library—question of physical accessibility ; and with what contents—question of contents-accessibility. The best catalogue answers the greatest variety of questions with the greatest ease for the least expense and time. For reasons of economy what is called Law of Parsimony, a catalogue may not answer certain types of enquiries and the library may direct the enquirer to rely on published lists, indexes, abstracting services, and bibliographies, which provide considerable support to the catalogue.

The two well-known codes that provide rules for cataloguing work are the *Anglo-American Cataloguing Rules* (1967) for preparing entries for a Dictionary Catalogue and the *Classified Catalogue Code* (1964) for preparing entries for a Classified Catalogue. Many libraries still use the *ALA Cataloguing Rules for Author and Title Entries* (1949), the

earlier edition of the 1967 Code, for preparing entries for a Dictionary Catalogue.

A number of practical manuals for formulation of catalogue entries and their procedure by one code or the other have been published to guide the cataloguers. But little attempt has been made to present a practical manual for formulation of entries by the two well-known codes for preparing a Dictionary Catalogue and a Classified Catalogue.

'Catalogue Entries and Procedure' by Shri S S Agrawal is, therefore, a serious attempt in this direction. Shri Agrawal has been an able teacher of library science at the Vikram University for over a decade. He has been teaching the subject for a number of years on comparative basis.

This work will enable a cataloguer to formulate the entries of all kinds of documents for preparing the either types of Catalogues. It will also guide the students of library science and librarians to understand the practice of cataloguing on comparative basis.

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Professor and Head,
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VARANASI-5.

P R E F A C E

1 Needless to say that meticulous accuracy and consistency are the very essence of true cataloguing. That is what L Stanley Jast emphasised in his 'Introduction' to Sharp's book on *Cataloguing*, "It is first and foremost a discipline in accuracy. Without accuracy, cataloguing is a snare and an offence. Cataloguing is secondly a discipline in the attention to small details. It is a discipline in consistency, and a discipline in co-operation."

2 For achieving accuracy many codes of cataloguing rules are compiled. Out of them 1 *Classified catalogue code* by Dr SR Ranganathan; 2 *ALA Cataloguing rules for author and title entries*; and 3 *Anglo-American cataloguing rules* (1967) are very popular in Indian libraries. Dr Ranganathan's CCC is the only comprehensive cataloguing code for constructing the catalogue on the classified pattern. It has been adopted in many university, college and research libraries in India. ALA is being followed throughout the world for constructing the catalogue on dictionary pattern. AACR (1967)—a joint Anglo-American code is a revised version of ALA

3 This book is prepared to solve the difficulties of the students of cataloguing and beginners in cataloguing work by quoting the relevant rules of cataloguing for various types of books in helpful order. The rules from ALA are included because many libraries are following ALA rules and it will be quite difficult to change over to the revised AACR overnight.

4 The book has been divided into 5 parts.

Part 1 is *Introductory* which gives the definition, function and purpose of library catalogue, bibliographical make up of a book, kinds of catalogue entries and the description of catalogue card and library hand.

Part 2 deals with *Simple Book*. This part is further subdivided into many sections and sub-sections as given below :

Section A is devoted to the *Main Entry*.

Section B is devoted to the *Subject Entries* and *Class Index Entries*.

Section C is devoted to the *Subject Analyticals* and *Cross Reference Entries*.

Section D is devoted to the *Book Index Entries i.e. Non-Subject Specific Added Entries*.

Section E is devoted to the *Name References & Cross Reference Index Entries*.

Part 3 deals with *Composite Works*.

Part 4 deals with *Multivolumed Books*.

Part 5 deals with *Periodical Publications & Serials*.

Appendix I lists *Terms and phrases with Hindi equivalents* to help cataloguers to catalogue books in Hindi language.

Appendix II lists *Tools and guide books for practical cataloguing*.

5 The special feature of the book is the various specimen entries for various types of publications. Real as well as fictitious examples are provided to present before the students the solution of various problems in cataloguing.

6 In case of Single Personal Author and Joint Personal Authors, rules from AACR, 1967 could not be given in the respective chapters, hence given in the 'Errata.'

7 Acknowledgements :

I acknowledge my indebtedness with a deep sense of gratitude to Dr S R Ranganathan, The American Library Association, and The Library Association (Great Britain) on whose works this guide is based and for the generous permission to quote rules from their following respective Valuable publications :

- 1 *Classified catalogue code. Ed 5. 1964.*
- 2 *ALA Cataloguing rules for author and title entries. Ed 2. 1949 ; and 3 Anglo. American cataloguing rules. 1967.*

My debt to them are enormous and mere expression of gratitude and acknowledgement are not sufficient.

I also express my indebtedness and gratitude to various other authors and publishers whose publications are used in the preparation of this book. Whatever good points the user may find in this book, the credit for them goes to the great pioneering authors whose valuable works have been freely quoted or consulted by me.

I sincerely express my gratitude to my reverend teacher Prof P N Kaula not only for the magnificent 'Foreword' he has written to this book but also for the encouragement that he has given me to write on different aspects of library science.

My thanks are due to Sarv Shri Sudhakar Nath Dewivedi, Gopal Das Saraf and Shree'lal Pathak who converted the manuscript into the typescript. Shri Khushi Ram Bandhu

(x)

has prepared the sketches for the book and deserves my thanks.

Smt Usha Agrawal, my life partner has been a source of continued inspiration and assistance in the preparation of this book.

Finally my thanks are due to Shri Prem Sagar the Managing Proprietor of M/S Lakshmi Book Store for undertaking the publishing of this book and for taking pains and interest in seeing the book through the press.

8 This book has been prepared on continued and repeated representations of the students with whom I had the opportunity to study cataloguing and I shall be amply rewarded and feel satisfied, that I have not laboured in vain, if this is found useful to them.

91 The suggestions for its improvement will be received gratefully and will be incorporated in a subsequent edition.

92 Responsibility for errors or misjudgements remains, of course, my own.

S S A

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Dedication Foreword Preface Errata

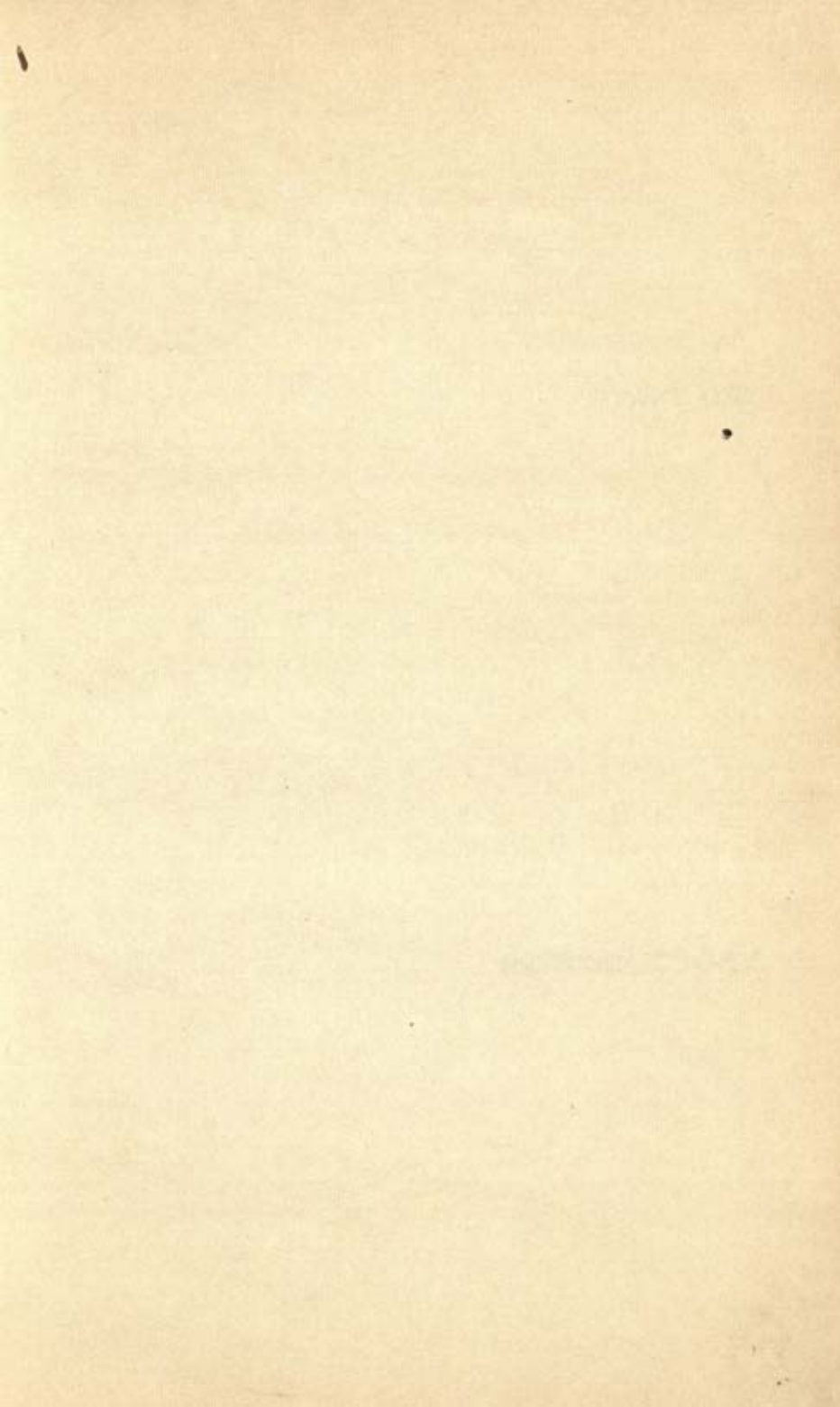
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ERRATA

<i>Page</i>	<i>Line</i>	<i>'Read as' or 'add'</i>
19	15	Read as 'three' instead of 'two'
19	19	Add '2 <i>Anglo-American Cataloguing Rules</i> (1967) ;
19	20	Read as '3' instead of '2'
22	2.2.2.8	Read as 'Changed' instead of 'Alternative'
23	23	Add 'Book index entries'
27	—	Read as 'Vertical' instead of 'Indentation'
51	10	Add 'AACR (1967) rule no. 1 A. Enter a work, a collection of works, or selections from works by one author under the person or corporate body that is the author, whether named in the work or not ...
		'AACR (1967) rule no. 40. Enter a person under the name by which he is commonly identified, whether it is his real name, assumed name, nickname, title of nobility, or other appellation.
		Note : For detailed study see Chapter 2 of AACR (1967).
51	10	Read as 'Main entry of the document in Dictionary Catalogue (Ala) & (AACR, 1967)'
55	1	Read as 'Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)'
57	1	Read as 'Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)'
59	4	Add 'AACR (1967) rule no. 3 A. Principal author indicated. Enter a work of shared authorship under the person or corporate body, if any, to whom principle responsibility is attributed.

Page	Line	'Read as' or 'add'
		'AACR (1967) rule no. 3B. 1. Principle author not indicated. <i>If no one is represented as principle author and if there are not more than three authors, enter under the one that is named first....</i>
		'AACR (1967) rule no. 3 B. 2. <i>If no one is represented as principle author and there are more than three authors, enter the work under its title unless the work is produced under the direction of an editor named on the title page. In this case apply rule 4....</i>
59	5	Read as 'Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)'
60	Last but one	Read as 'The Ala rule no. 3 A and AACR (1967) rule no. 3.B.1.
61	1	Read as 'Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)'
62	last but one	Read as 'The Ala rule no. 3A and AACR (1967) rule no. 3 A.
63	1	Read as 'Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)'
109	11	Read as 'vide Ccc rule no. JF5' instead of 'ME 31'
112	10	" " " " " " "
132	2	Read as 'unknown' instead of 'known'
200	9	Read as 'vide Ccc rule no. JF5' instead of 'ME 31'
04	14	" " " " " " "
206	10	" " " " " " "
209	13	" " " " " " "
226	20	" " " " " " "
300	26	Add 'Note 2: According to AACR (1967), the book is to be entered under the real name of the author.'



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PART ONE

INTRODUCTORY

PART ONE

INTRODUCTION

Library Catalogue—an Introduction

Edward Edwards wrote in 1859 in his *Memoirs of Libraries*, "There is no matter connected with the administration of a public library which can vie, in point of importance, with the character and the condition of its catalogues. However liberal its accessibility, however able its chief, however numerous and well trained its staff, however large and well selected its store of books, it will fall lamentably short of the true standard of a good library if its catalogues be not (i) well constructed, (ii) well kept up with the growth of the collection, and (iii) thoroughly at the command of its frequenters". His view is as good today as it was one century ago.

Library catalogue has been defined in various ways by various authors. It is called as the list of books and other reading material arranged in a systematic order. In other words it is a methodically arranged record of information about the bibliographical resources of a particular library for the purpose of identification and locating the material. It may include —

- (i) Manuscripts,
- (ii) Incunabula,
- (iii) Modern printed books,
- (iv) Periodical publications,
- (v) Scores of music,
- (vi) Maps,
- (vii) Lantern slides,

(viii) Films, and

(ix) Other printed or pictorial material.

The New English Dictionary distinguishes a library catalogue from a list in these words, "Now usually distinguished from a mere list or enumeration by systematic or methodic arrangement, alphabetical or other order and often by the addition of brief particulars, descriptive or aiding of identification indicative of locality, position, date, price, or the like".

Dr. Ranganathan, however, does not agree with this view because this definition recognises *descriptive cataloguing* an important feature of the library catalogue. In his opinion, in the modern library service catalogue such items like imprint (place of publication, name of publisher, and year of publication), price and explanatory or bibliographical notes, etc. need not be included, as such items are not useful for the readers in the modern open access library. He has defined the library catalogue in his book entitled '*Library catalogue—fundamentals and procedure*' in the following words, "It is a tool which gives information about the contents of the library. It is divided into two parts—in the subject and by author. It gives information about the arrangement and the order in which they are lying in the shelf. It helps the reader to find out his or her desired book without any loss of time. It saves the time of the reader and the staff". Actually it is the definition of the classified catalogue.

The purpose and functions of library catalogue

The catalogue is a '*finding list*' which helps to identify, to trace and to locate a book or other reading material in a library. In short we can say that the main purpose of the library catalogue is to help the reader and staff to find out the desired reading material without loss of time. To be more specific we turn to the pioneer of Dictionary catalogue—C.A. Cutter. In his *Rules for dictionary catalogue* he has mentioned the purpose and functions of the library catalogue in a more specific way as follows—

1 To enable a person to find a book of which either the

A Author, or

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 a book as to its

G Edition, and

H Character.

Dr. Ranganathan has discussed the purpose and functions of library catalogue on the basis of his *Five laws* as follows—

1 To disclose to every reader his or her document,

2 To secure for every document its reader,

3 To save the time of the reader, and for this purpose

4 To save the time of the staff.

To Miss I G. Mudge, "The purpose of a catalogue is to provide a tool which will give the reader accurate information on four different points—

(i) Has the library a given book about which the reader has accurate information on any one of the heads under which a modern catalogue code would enter it ?

(ii) Description of that book containing all bibliographical facts that average readers not bibliophiles need

(iii) Full list of books, pamphlets and other separately published works by a given author that are in the library

(iv) Full list of such separate works on a given subject that are in the library.

To Miss Margaret Mann, "The purpose of cataloguing is, therefore, to put order into a collection of books so that the volumes may be located and used for reference and circulation". She has also given categorically the functions of the library catalogue in detail as mentioned below—

(i) To record each work in a library by author, translator, editor, illustrator, commentator, series or by any other person, body or name under which a reader might look, and to the extent that is desirable for a particular library

(ii) To arrange author entries in such a way that all the works of one writer will be found together under the same name—a procedure that makes it possible for readers either to find a specific work or to survey the literary output of an author as represented in the library

(iii) To record each work in a library and even parts of work, under the subjects of which it treats

(iv) To arrange subject entries so that like topics will fall together and related topics will be correlated

(v) To record titles of works when necessary

(vi) To employ cross references by which a reader may be guided from one entry in the catalogue to another

(vii) To provide a description of each book by giving title, imprint and collation, also notes when necessary, and

(viii) To list call numbers by which books may be located or obtained.

In short we can say that the main functions of the catalogue are—

1 The accurate and immediate determination of whether an item known by its author, collaborator, title, series, etc. is in the collection of the library or not and if it is available, where it is kept on the shelf, and

2 What documents the library has got on a given subject, where they may be found and how they are related to one another ?

The use and importance of the library catalogue

The cataloguer acts as a medium between the writer and the reader. The cataloguers are called as '*interpreter of books.*' The cataloguer studies, examines and records books. The classification and cataloguing are the twin processes which supplement one another and help the speedy location of a particular document.

It is generally argued that the library catalogue has lost its importance with the advent of minute classified arrangement on the shelves and open access system in the libraries. But there is not much truth in this statement because—

1 the discipline of classification as it is today can satisfy only one line of approach of the readers *viz.* subject approach and even that approach also cannot be completely satisfied by it in case of *multifocal books* which are quite common now-a-days and the classification looks up towards the catalogue to make up this deficiency. The catalogue satisfies various lines of approaches of the readers as has already been discussed earlier. The document as a physical entity can be displayed only at one place on the shelf with the help of the classificatory discipline while in catalogue the document may be displayed at many places—as many places as required. This is the chief advantage of the cataloguing over classification.

2 In the open access library it is quite true that it is not necessary for each and every reader to consult the catalogue to know about a particular document as to whether it is possessed by the library or not and its location mark. No doubt in a closed access library it becomes an indispensable tool to get any information about the reading material. On the other hand in an open access library, the readers are free to browse among the books freely and some general readers interested in fiction and other light reading may directly go to the shelf and get the reading

material of their tastes without consulting the catalogue. But for the serious readers it is quite indispensable in the open access library too due to the following reasons—

(a) On the shelves books are arranged in classified order of subjects which is always artificial. The classification is not an accurate science even today and it cannot be so because in many cases the opinions differ about the specific subject of a particular book. Moreover many books may be kept in philosophy as well as in religion, in political science as well as in history, in geography as well as in hobbies, in commerce as well as in economics and are required also by the students of various subjects. Many books are multifocal and their parts treat different subjects. The serious research worker may be interested to get every scrap of paper on the subject of his study.

(b) Many readers may be interested in getting all the works of a particular author, collaborator, series, etc which might have been scattered on the shelves according to their subject matter. For example take the case of Dr. S.R. Ranganathan—the distinguished author of library science. In a good collection of library science books, it will take quite a good deal of time to collect all the works of Dr. Ranganathan without the help of the catalogue. While in the catalogue, one may find all his works grouped at one place under his name. So also is the case with the commentators, editors, translators, revisers, epitomisers and series etc.

(c) The most notable use of the catalogue in an open access library is that catalogue functions whether the book is in the library or out of the library.

(d) The catalogue of the library may be consulted more conveniently than documents on the shelves. It saves the time of the reader and sometimes help the books to find their readers.

(e) If a library prints its catalogue, it may be consulted even outside the library thousands of miles away which is an essential requirement for inter-library loan and to provide every reader his or her book.

3 The catalogue is an indispensable tool for book selection particularly for checking duplication etc. The catalogue is a primary tool of the assistants in all the departments of a library viz. Acquisition, Processing, Lending, Reference etc.

A good catalogue is a necessity to a good library. It will serve as a key and will increase the number of readers. It will save the time of the readers as well as staff. It will build and increase the reputation of the library.

Bibliographical Make up of a Book

The work of the cataloguer is to study, examine, record and interpret books for the sake of the readers. The cataloguer whose duty is to make known books to others must know every detail of author's and publisher's art. He must know what to know about a book so that he may pick up the necessary points without wasting his time and energy. Reading a book from the point of view of cataloguer means to examine the preliminary parts of a book. We shall start to study the physical make up of the book for this purpose in the order in which the preliminary pages are generally found in a modern printed book.

1 Cover Title—It is that title which is printed on the original cover or publisher casing of the book given by the publisher. For cataloguing purposes, it need not be taken into consideration. If it is different from the title page title, it may be noted because some reader may refer the book by it. In the absence of the title page, it is to be taken as official title as in the case of the pamphlets.

2 Binder's title—It is that title which is generally given by the binder on the spine of a particular copy of the book. It is to be disregarded for cataloguing purposes and if it is different from title page title, it must be corrected at the time of rebinding of the book. As long as it is different from title page title, it must be noted and the readers must be informed about it.

3 Half Title Page, Half title and series note—Half title is that title of the book which is given on the Half

title page of the book. It is given on a leaf preceding the title page. It is the main title or short title of the book. In the half title page which is also called fore-title page, generally we do not find the author and publisher statements. The half title is also called *fore-title or bastard title*. If the title page is missing, the information given in half title page is used for the cataloguing purposes.

This page is generally important for the information regarding series note otherwise cataloguers do not take into consideration the information given on this page. The information regarding series note is to be taken from this page and to be accepted as authoritative.

4 Title page—The title page is the key about the book and the most important page for the cataloguer. The information which is given on this page is to be accepted as authoritative and to be included in a catalogue entry.

Title page as defined in *Ala*—A page at the beginning of a book or work, bearing its full title and usually, though not necessarily, the author's (editor's etc) name and the imprint. The leaf bearing the title page is commonly called the 'title page', although properly called also the 'title leaf'.

Title page as defined in *Ccc*—Page of a document or a volume of it, containing its title statement. Usually it also contains the author statement, the collaborator statement, and the imprint. It also indicates the edition in many cases.

Title page and Canon of Ascertainability—Dr. Ranganathan has formed a basic canon of cataloguing known as *Canon of Ascertainability* which is the principle prescribing that, "the choice and rendering of main entry and specific added entries and the heading and every other element in either entry should be determined by the information found in the title page of the document and its overflow pages. In extreme cases the information may be taken from the other pages of prelude but it is not desirable to go beyond the prelude". The only exception being

the cross reference index entry which is a general added entry. No other entry shall include any information that is not definitely ascertainable. In cataloguing ascertainability is limited to the information found on or at the back of the title page of the book. For the name of series, the half-title page may be used as a supplementary source. He is of the opinion that with the adoption of prenatal classification, the back of the title page will give the call number of the book. It may also give the class numbers of the subject analyticals needed. The author should give his full name with his year of birth and all alternative names on the back of the title page with that part of his name in bold face type by which he wants to be known among the readers. To quote Dr. Ranganathan again, "It is open to cataloguers too to exploit it (title page). Exploitation here means not only using the information given in title page, but also endeavouring to make the back of the title page and its overflow carry all the information as the cataloguer needs but is not at present given in them".

Dr. Ranganathan's *Ccc* is strictly based on the Canon of Ascertainability.

It is the fact that the title page is the most important page for the cataloguer. That is why all the modern cataloguing codes have included rules on the following topics—

- (1) If the book has published without title page
- (2) If the title page is inadequate
- (3) If the title page is wanting (title page absent)
- (4) If there are two or more title pages (multiple title page)
- (5) If the title page is in more than one language (polyglot title page) etc.

Note—Please refer A.A. Code rules nos. 142 to 145 and *Ccc* rules nos. MA2 to MA4 for such rules.

Title page as a source of Main Entry—The title page is the source of the Main entry as Dr. Ranganathan puts it in his *Ccc*, "The main entry is to be made up of a reproduction of a portion of the title page modified

according to prescribed rules utilising, if necessary, any relevant information given in the overflow of the title page”.

Main entry as the Source of Added entries—Main entry is the source of the added entries as all the added entries whether general or specific are usually derived from the main entry directly or indirectly.

The Description of the Title page—Generally we find the following information in a title page—

Front of the title page (Recto)—

(i) **Title page title**—In the broader sense, it is the distinguished name of the document which includes the name of its author, editor and other collaborators and the edition etc. In the narrower sense the title means simply the name of the document. This title is to be accepted as the official title of the book and to be used in the catalogue entries and in all the records. It is this title which is used in the trade bibliographies.

(a) **Sub-title**—It is the explanatory title which follows the main title. It is useful to the reader as it explains the purpose and scope of the book and must be included in a catalogue entry.

Examples

Note—The words given in block capitals constitute the *Main Title* and the words given in italics constitute the *Sub-title*. Both jointly constitute the *Title* of the document.

CATALOGUING : *Its theory and practice.*

CLASSIFIED CATALOGUE CODE *with additional rules for dictionary catalogue code.*

MEDIEVAL ENGLISH LYRICS : *A critical anthology.*

THE NEW ECONOMICS : *Keyne's influence on theory and public policy.*

PERSONAL MANAGEMENT IN INDIA : *The practical approach to human relations in industry.*

TURKISTAN: *Down to the Mangol invasion.*

(b) **Alternative title**—It is another title of the book introduced by 'or'. It must be noted in the catalogue entry.

Example**THE MEGHDUTA OR CLOUD MESSENGER**

(c) **Changed title**—It is the title in a later edition or reprint of a book. The cataloguer must make a note of it because the readers may remember any of these titles and the catalogue must help the reader to find out the book.

Example**THE QUINTESENCE OF ISLAM** Second edition of
THE SPIRIT OF ISLAM

(ii) **Author**—The author is the name of a person or the name of a corporate body who has written the document and responsible for its thought content. It is an ever included item in the catalogue entry.

Author as defined in Ala—1 The writer of a work, as distinguished from the translator, editor, etc. By extension, an artist, composer, photographer, cataloguer, etc.

2 In the broader sense, the maker of the work or the person or body immediately responsible for its existence. Thus a person who collects and puts together the writings of several authors (compiler or editor) may be said to be the author of a collection. A corporate body may be considered the author of publications issued in its name or by its authority.

(iii) **Collaborator**—Below the name of author the name of collaborator, if any, may be found on the title page. They are associated with the work in the secondary capacity.

Collaborator as defined in Ccc—Person or corporate body associated with a work and or its author or authors in a secondary capacity not amounting to authorship for example director, guide,

assistant, commentator, illustrator, engraver, translator, reviser, editor, reporter, writer of introduction or foreword, epitomiser, adapter, libratist, writer of the words in a musical composition, writer of the words in a pictorial book”.

(iv) **Imprint**—Imprint is given at the foot of the title page and denotes the following—

(a) **Name of the Publisher**—To quote Mann “Publisher is the name of a firm, person or body which is responsible for the production, distribution and first sale of the book.” In some title pages, in addition to the name of publisher, the name of the sole distributor in another country is also found.

(b) **Place of publication**—It is the name of a city or town where the publishing firm is located. Some firms have got many branches. That is why we find more than one name of places in some title pages.

(c) **Year of publication**—It is also given generally with the name of the publisher and place of publication in the title page. It is different from copyright date which is given on the verso of the title page. It is the date when the book in hand was printed. The year of publication is important in all the books except literary books *i.e.* fiction, drama, prose, letters, etc as it gives an idea about the recency and up-to-dateness of the printed matter.

Back of the title page (Verso)

(v) **Copyright date**—The copyright date is the date when the grant was given to an author by which government assures protection against the use of his text by another.

(vi) **Edition**—It is generally given on the verso of the page but in some cases may appear on the recto of the title page. The information regarding edition may be found sometime in the preface, introduction or cover title etc. It is a very important characteristic about a book and the specification about edition is necessary in a catalogue entry.

Ala cataloguing rules define edition in these words, "the whole number of copies printed from the same set of types and issued at the same time."

The edition is different from a reprint or impression which means reprinting of earlier edition without any alteration, amendments and any significant change. The new edition always means revision, modifications, suppressions, additions, and changes in the text of the earlier edition.

(vii) **Reprints and impressions**—As pointed out earlier reprints and impressions means the reproduction of an earlier edition without any alterations in the printed matter except in type, size or quality of paper, quality and colour of binding, etc. This information is not very significant to the readers and usually not recorded in a catalogue entry.

(viii) **Call Number**—It represents the specific subject of the book and the individualising characteristics of the volume translated into the artificial language of the classification. The book is to be classified by the classifier and the call number is to be mentioned on the back of the title page. It is to be given in the catalogue entry as it acts as the shelf mark and required by the readers and the staff to locate the reading material on the shelves.

(ix) **Accession number**—It is the serial number in which volumes enter the library. It is given to each and every volume by the accessionist and to be noted by him on the back of the title page. It must also be given in a catalogue entry as it establishes the relation of the catalogue with the accession register and sometimes helps in individualising the call number of a volume.

(x) **Print Line**—It indicates the name of the printer and the place where the printing press is located. It is also printed on the back of the title page. It is of no use to the reader and need not be indicated in a catalogue entry.

5 Running Title—The half title or main title which is repeated at the top of every page or only at the top of verso of every page of the body of the book. On the

recto of every page, chapter headings may be repeated. If the title page and half title page have been lost, this title may be accepted as the official title otherwise it is of no use to the cataloguer.

6 Dedication—In some books the dedication page is also found which is an expression of respect or love on the part of the author to another person—may be his relative, friend or teacher etc. It is of no real use to the cataloguer.

7 Preface or foreword—It is a note by the author which precedes the text and may be useful in determining the specific subject of the book at the time of classification and cataloguing.

8 Table of contents—It is a list of chapter headings arranged in the same order as they appear in the book. The study of contents may be helpful in fixing the specific subject of the book and its relative place with other volumes in the library. According to some cataloguing codes full or partial contents may be given in the catalogue entry.

9 Introduction—It generally forms the first chapter of a book and usually gives a brief introduction of the book. It may also be helpful in determining the specific subject of the book.

10 Index—It may be called as the detailed list of topics and names treated in the book with exact page or section or chapter reference in the book arranged in alphabetical order. It is of very much use to the readers. The information about it must be included in the catalogue entry according to the rules of some cataloguing codes.

11 Bibliographies—To Cutter, "Bibliography is a list of books of a particular author, printer, place or period, or on any particular theme." It is the list of literature on a particular subject. Bibliographies are very useful to the readers and this information may be included in the catalogue entry according to the rules of some cataloguing codes.

12 Collation—It is the description about the number of volumes, pages, photographs, maps, portraits and other illustrations in a book. It also includes the shape and the size of the book. According to Western cataloguing practice the collation is an essential part of the catalogue entry but Dr. Ranganathan does not feel any necessity of its inclusion in the modern service catalogue entry.

Kinds of Catalogue Entries

Entry as defined in Ala—*Entry is a record of a book in a catalogue or list.*

Entry as defined in Ccc—*Ultimate unit record in a catalogue or a documentation list.*

H A. Sharp defines entry—*The catalogue record of a book, which may be the main or added entry.*

The above definitions are quite simple. The catalogue is made up of these units which are called entries. By the term *cataloguing* we practically mean the preparation of these entries according to a prescribed cataloguing code and their systematic arrangement. If we want to learn the art of cataloguing, we must learn to prepare the various types of entries in the catalogue.

In this guide it is proposed to discuss the practical cataloguing according to the following two important modern cataloguing codes —

1 *ALA cataloguing rules for author & title entries* 2nd ed. 1949. (popularly known as ALA) for preparing Dictionary catalogue.

2 *Classified catalogue code with additional rules for dictionary catalogue code*, 5th ed. 1964. By S.R. Ranganathan (popularly known as Ccc) for preparing Classified catalogue.

The following books are also to be referred for preparing entries for Dictionary catalogue—

1 *Library of Congress rules for descriptive cataloguing* 1949 (also its supp.) (Popularly known as LC rules).

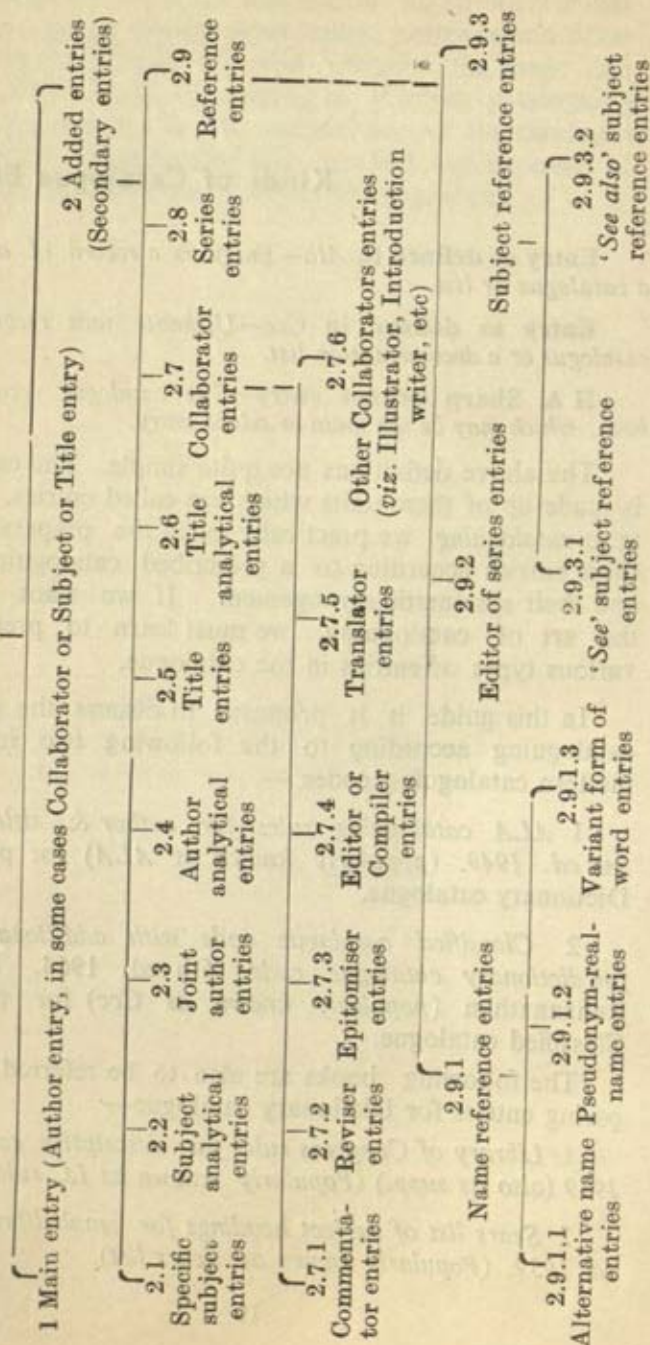
2 *Sears list of subject headings for small libraries*, 8th ed. 1959. (Popularly known as Sears list).

CLASSIFICATION OF ENTRIES

Various Types of Entries with their names in *Dictionary Catalogue*

First Type of Division

O Entries



Second Type of Division

1 Specific entries—Specific entries are those entries which are specific to a particular document. Main entry (Author entry), specific subject entries, subject analytical entries, joint author entries, author analytical entries, title entries, title analytical entries, collaborator entries and series entries are specific entries.

2 General entries—General entries are those entries which are common to more than one document. Such entries do not mention any specific document. All the reference entries are general entries.

Third Type of Division

1 Subject entries—Specific subject entries, subject analytical entries and subject references are subject entries.

2 Non-Subject entries—Main entry (Author entry), joint author entries, author analytical entries, title entries, title analytical entries, collaborator entries, series entries, name references and editor of series entries are non-subject entries.

Unipartite Catalogue (having one part only)

Dictionary catalogue is a *unipartite catalogue*. In it all the above types of entries are to be arranged in the alphabetical order in a single sequence.

Divided Catalogue (having more than one part)

If all the entries prepared in dictionary catalogue are not arranged in single alphabetical sequence but in two or three separate alphabetical sequences as given below, it may be called *Divided Catalogue*—

1 All the author and collaborator entries and all the relevant references may constitute *Author Catalogue*.

2 All the title and title of series entries and all the relevant references may constitute *Title Catalogue*.

3 All the subject entries and subject references may constitute *Subject Catalogue*.

Such a type of catalogue is easy to arrange and consult as the bulk of the catalogue is divided into three parts.

Second Type of Division

1 Specific entries—Specific entries are those entries which are specific to a particular document. Entries mentioning a specific document viz Main entries, Cross reference entries and Book index entries are the specific entries.

2 General entries—General entries are those entries which are common to more than one document. Such entries do not mention any specific document. The Class index entries and Cross reference index entries are the general entries.

Third Type of Division

1 Subject entries—Main entries, Cross reference entries and Class index entries are subject entries.

2 Non-subject entries—Book index entries and Cross reference index entries are the non-subject entries.

Bipartite catalogue (having two parts)

The classified catalogue is a bipartite catalogue—

(a) Classified Part—Main Part

(b) Alphabetical Part—Index to the Classified part

Main entries and Cross reference entries are to be arranged in Classified part in classified order. Class index entries and Cross reference index entries are to be arranged in Alphabetical part in alphabetical order.

Comparison of entries in Dictionary catalogue and Classified catalogue

Dictionary catalogue	Classified catalogue
1 Main entry (Author entry)	= Author entry (A variety of Book index entries)
2 Specific subject entry	= Main entry (Call number entry)
3 Subject analytical entries	= Cross reference entries
4 Joint author entries, author analytical entries, title entries, title analytical entries, collaborator entries, series entries.	= Book index entries minus author entry
5 Name references and editor of series reference entries	= Cross reference index entries
6. <i>See</i> and <i>see also</i> subject references	= Class index entries

In this way we see that in both the kinds of catalogues all the types of entries are to be prepared and similar number of approaches are satisfied by both the kinds of catalogues.

The Card Catalogue

The modern library catalogue is to be prepared 'on the cards'. It was adopted by French librarians during eighteenth century. British and American libraries began using card catalogue in the nineteenth century. From the beginning of twentieth century card catalogue has displaced virtually all other forms of library catalogues. It has a fine quality of up-to-dateness, expansiveness, flexibility and manipulation of entries.

Library Hand

All the entries in a Card catalogue are written in *Library hand* which may be called 'Impersonal hand'.

Dr. Ranganathan has defined library hand in his *Ccc*, "...bold upright hand, the letters and digits being detached from one another".

Example of the Library hand

Dr S R Ranganathan has rightly
been called as the Father of
Library movement in India

Usually one entry is written on one card of standard size ($5'' \times 3'' \times .01''$ or $125 \text{ mm} \times 75 \text{ mm} \times .25 \text{ mm}$) as illustrated below—

Catalogue card and description of its different parts

Dictionary Catalogue

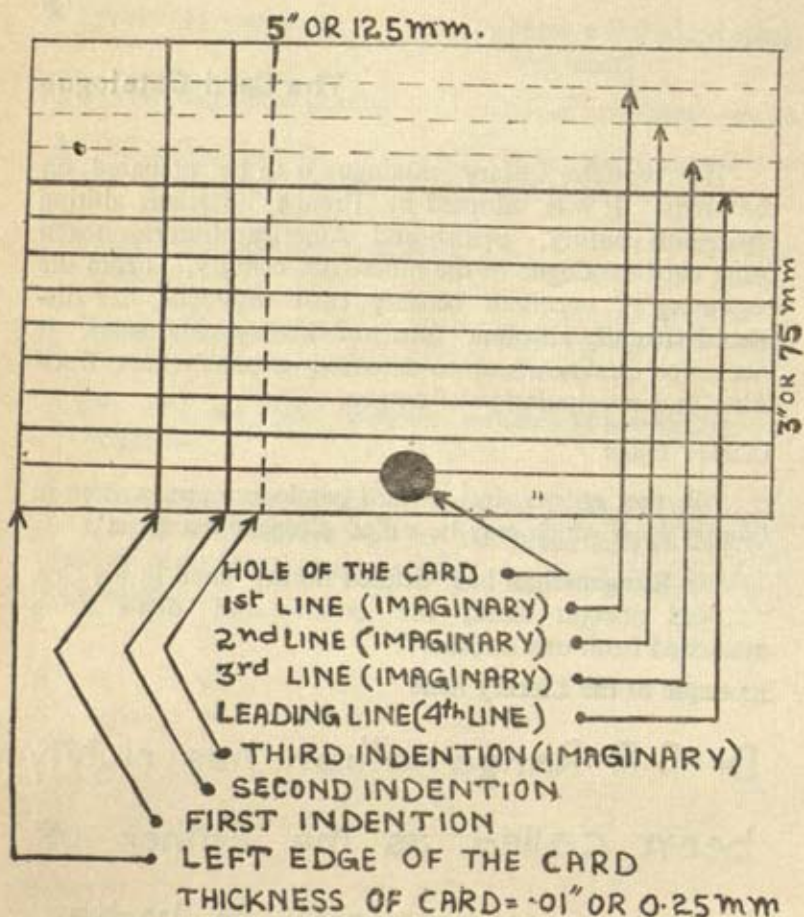


Fig. 2

Classified Catalogue

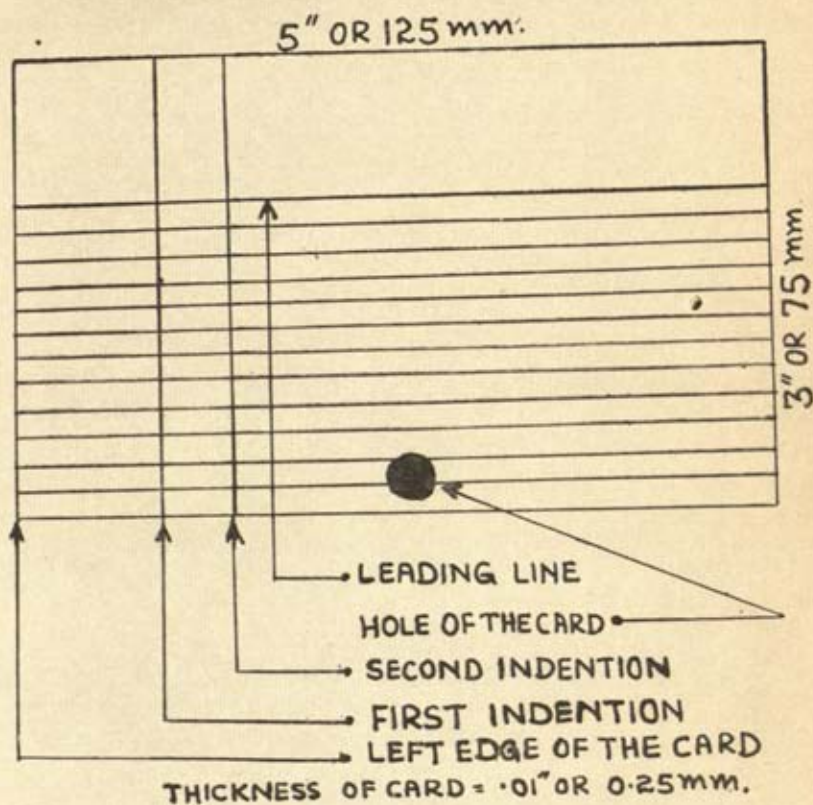


Fig. 3

PART TWO

SIMPLE BOOK

Main Entry—An Introduction

Main Entry as defined in *Ala*—"1 The basic catalogue card, usually the author entry, giving all the information necessary to the complete identification of a work. This entry bears also the tracing of all the other headings under which the work in question is entered in the catalogue. It may bear in addition the tracing of related references and a record of other pertinent official data concerning the work".

"2 The entry chosen for this main card, whether it be a personal or corporate name, the title of an anonymous work, a collection, composite work, periodical or serial, or a uniform title."

Main Entry as defined in *Ccc*—"Specific entry giving maximum information about the whole of a document. All the other entries—Specific or general—relating to the document, are normally derived from the Main entry".

Source of the Main Entry

The source of the Main entry is the *Title Page* of the document and the relevant information given in the overflow pages, if necessary.

Chief characteristics of the Main Entry

- 1 It is a specific entry to the document
- 2 Every document must be provided one and not more than one main entry

3 Main entry gives the maximum information about the document

4 All the added entries are normally derived from the Main entry

5 Main entry acts as a key to all the related added entries.

Sections of the Main Entry in Dictionary Catalogue (C rules)

1 Call Number Section

- (i) Sequence Mark, if any,
- (ii) Class Number, and
- (iii) Author Number

2 Heading Section

- (i) The name of a personal author, or corporate author or compiler or editor, or the title of the document, and
- (ii) In case of personal authors, the year of birth, dash and year of death in case of dead personal authors

3 Title Section with imprint

A Title

- (i) Title proper
 - (a) Main title
 - (b) Subtitle, if any
- (ii) Author Statement, if any
- (iii) Collaborator statement with their roles, if any
- (iv) Information regarding edition other than first, or its name if having any special name.

B Imprint

- (i) Place of publication
- (ii) Name of publisher
- (iii) Year of publication

4 Collation (with series note, if any)

A Collation

- (i) Number of pages
- (ii) Information regarding illustrations, photographs, maps, portraits, tables, etc, if any

B Series Note, if any

- (i) Name of the series
- (ii) Serial Number of the document in the series •

5 Notes Section, if any

- (i) Added information about the physical make up of the book
- (ii) Notes on pseudonyms and sequels
- (iii) Source of the book

6 Contents, if any

Full or partial contents are to be given. Contents are to be given specially in case of multi-volumed books.

7 Accession Number Section

8 Tracing Section in a Single paragraph

- (i) Headings of the specific subject entries and subject analytical entries arranged in single alphabetical sequence and numbered serially in arabic numerals
- (ii) Headings of the name entries arranged in the same order as they occur in the Main entry and numbered serially in Roman numerals in separate sequence
- (iii) Title and title analytical entries numbered serially in Roman numerals in continuation of name entries
- (iv) Series entries unnumbered and enclosed in circular brackets

Note—Section Nos. 1, 2, 3, 4, 7 and 8 are essential sections in a Main entry and the rest are optional.

Placing of these sections in the Catalogue card

1 Call Number

- (i) Sequence Mark—2nd line, 2nd space from the left edge. It is to be written in the margin on two lines above the leading line (Red line)
- (ii) Class Number—3rd line, 2nd space from the left edge. It is to be written in the margin on the line above the leading line (Red line)
- (iii) Author Number—4th line, 2nd space from the left edge. It is to be written in the margin on the leading line (Red line).

2 Heading Section

4th line, first indentation (8th space from the left edge). The succeeding lines begin at 3rd imaginary indentation (14th space from the left edge of the card).

3 Title Section

In the next para, the title section is to be put at the line below the Heading section commencing from the second indentation (12th space from the left edge). The succeeding lines begin at the first indentation.

4 Collation with series note

In the next para, the collation with series note is to be put at the line below the title section commencing from the second indentation (12th space from the left edge). The succeeding lines begin at the first indentation.

5 Notes Section

In the next para, the first note is to be given after skipping one line after collation section commencing from the second indentation (12th space from the left edge). The succeeding lines

begin at first indentation. If there are more than one note, each note forms a separate paragraph.

6 Contents Section

In the next para, the contents are to be given at the line below the last note or after skipping one line after the collation section commencing from the second indentation (12th space from the left edge). The succeeding lines begin at the first indentation.

7 Accession Number

It should be given in the margin on the line just above the hole commencing from the 2nd space from the left edge of the card.

8 Tracing Section

Tracing is to be given in a single paragraph commencing from the second indentation on the line just above the hole. The succeeding lines begin at the first indentation. If necessary the part of the tracing can be put on the back of the card in which case the word 'over' may be typed on the front of the card just below the hole.

Punctuation Marks

1 There should be no punctuation mark after Sequence mark, Class number and Author number.

2 A comma (,) is to be put between surname and forenames and year of birth. A dash (—) is to be put between year of birth and death, if any. Full stop (.) is to be put at the end of the section after the year of death. If the year of birth and death are not given full stop is not to be put.

3 A colon (:) is to be put between Main title and Sub title or Explanatory title, if any. A comma (,) is to be put before giving Author statement, if any and a semi-

colon (;) is to be put before giving Collaborator statement, if any. A full stop (.) is to be put and two spaces are to be given before giving information regarding edition, if any. At the fifth space after title section or edition statement the Imprint is to be given. A comma (,) is to be put after place of publication, name of publisher and the full stop (.) is to be put after the year of publication at the end of the section. If there is no sufficient space in the line, imprint is to be commenced on the next line at the first indentation.

4 No punctuation marks are to be given after pagination and illustrations. The space of two digits to be left after pagination before giving information regarding illustrations. At the fifth space after the illustration or pagination, the series note is to be put within circular brackets. A comma (,) is to be put to separate the name of the series and the volume number and after comma the letter 'v' is to be put and the serial number of the volume in arabic numerals is to be given.

5 A full line is to be skipped before giving Notes or Contents.

6 Contents are to be given only in case of multi-volumed books.

7 No punctuation mark is to be put after the Accession number.

8 A full stop is to be given after tracing each entry.

Detailed Notes on Imprint & Collation

Imprint

(i) **Place of publication**—If more than one names of places are given, the place name appearing first on the title page is to be given only. If a place name other than first is given in larger print, it is generally the name of the place where the head office of the firm is located and it is to be given in the catalogue entry.

(ii) **Name of Publisher**—"The publisher statement appearing in a work is abridged as much as possible without

loss of... identification of the publisher. Unnecessary parts of the statement are to be omitted. Abbreviations are to be adopted and fornames are represented by initials..." (L.C. 1949.3: 12)

Omit : "The phrase 'published by', 'published for', and the word 'publisher' ;...the initial article, except when necessary for clarity ; the phrases 'and company', 'and sons' ;...terms meaning 'incorporated' or 'limited' and their abbreviations ;...the name of the publishing firm if it is used with the name of a branch or division identified with the publication of a particular type of a book, e.g., McGraw-Hill and its branch, Whittlesey House." (L C. 3 : 12A)

If more than one names of publishers are given in the title page, the name of the publisher mentioned first is to be given in the catalogue entry.

(iii) **Year of publication**—The year of publication is to be given in arabic numerals. Generally it is given at the foot of the title page which changes with every reprint. Latest copyright date must be given in the imprint section of the catalogue entry. Because it shows the date when the latest changes in the book were incorporated. It is also suggested that the letter 'c' which denotes that it is the copyright date should be added before giving this date.

If copyright date is not given, the date of publication may be given. If the publication date is also not given, the date given at the end of preface or introduction may be given. Such dates should be preceded by the term 'pref.' or 'introd.' or any other appropriate word as the case may be. If no date is given anywhere the term 'n.d.' may be given.

If the place of publication, name of publisher and date of publication are not given in the title page and have been taken from somewhere else, those are to be enclosed in square brackets.

Examples**1 Imprint as given in the title page—**

London
Victor Gollancz Ltd.
14, Henrietta Street, Covent Garden
1934

To be given in the catalogue entry—

London, Victor Gollancz, 1934.

2 Imprint as given in the title page—

1962
The Eastern Law House
15, College Square
Calcutta

To be given in the catalogue entry—

Calcutta, Eastern Law House, 1962.

3 Imprint as given in the title page—

Madras
Madras Library Association
London : G. Blunt & Sons
1958

To be given in the catalogue entry—

Madras, Madras Library Association, 1958.

4 Imprint as given in the title page—

Asia Publishing House
Bombay, Calcutta, New Delhi, Madras, London, New
York
1964

To be given in the catalogue entry—

Bombay, Asia Publishing House, 1964.

5 Imprint as given in the title page—

1965

Longmans, Green & Co.

London, New York, Toronto

To be given in the catalogue entry—

London, Longmans, Green, 1965.

6 Imprint as given in the title page—

McGraw-Hill Book Co. Inc.

New York, Toronto, London

1965

To be given in the catalogue entry—

New York, McGraw-Hill, 1965.

Some more examples (as to be given in the catalogue entry)—

7 Chicago, American Library Association, c 1954.

8 London, Grafton, 1950.

9 London, [Victor Gollancz], n.d.

10 New York, Macmillan, [1950].

11 [Bombay], Bhartiya Vidya Bhavan, [pref. 1955].

12 London, George G. Harrap, n.d.

13 New York, Prentice-Hall, c1957.

14 London, A & C Black, 1953.

Collation

The term collation denotes (i) pagination in case of a single-volumed work and the number of volumes in case of a multi-volumed work and (ii) information regarding illustrations, maps, plates, photographs, charts, tables, etc.,

(i) **Pageation**—The preliminary pages are to be ignored and the last numbered page in the book is to be recorded in the catalogue entry. If the pages are not numbered

the term 'unpaged' may be given instead. If the pagination is not continued, the last numbered page in each continuation may be given after a comma.

(ii) **Illustrations**—The term 'illus.' is to be used to denote tables, charts, plans, photographs, maps, plates, etc.

Examples

396 p. illus.

497 p. illus.

Unpaged, illus.

179, 39, 75, 157 p. illus.

Skeleton of the Main Entry in Dictionary catalogue—

1 →	Sequence mark	Surname or Personal name, Fore names,	Year of birth- Year of death.
	Class NO.		
2 →	Author NO.	Main title: sub-title Author statement,	
		Collaborator statement. Edition.	
		Place of pub., Name of pub., Year of pub.	
		→ pagination. illus. (Series note).	
		→ Notes.	
		Contents.	
	Acc. No.	Tracing.	

7 3 4 5 8 6

Fig. 4

Sections of the Main Entry in Classified Catalogue (Ccc)—

1 Call Number Section

- (i) Class Number
- (ii) Book Number

2 Heading Section

- (i) The name (s) of the personal or corporate author(s) or Collaborator(s), or
The title of the document
- (ii) In case of personal authors the year of birth dash and year of death also (in case of dead personal authors), or any other individualising element

3 Title Section

- (i) Title proper
 - (a) Main title :
 - (b) Subtitle, if any
- (ii) Information regarding edition other than first or, any special name of edition, if any
- (iii) Collaborator statement with their roles, if any

4 Notes Section, if any

- (i) Series note
- (ii) Multiple series note
- (iii) Extract note
- (iv) Change of title note
- (v) Extraction note, and
- (vi) Associated book note

5 Accession Number Section

6 Tracing Section

- (i) Headings with pages or chapter references of the cross reference entries

- (ii) Headings of the class index entries
- (iii) Headings of the book index entries
- (iv) Headings of the cross reference index entries

Note—Section Nos. 1, 2, 3, 5 and 6 are essential sections and section No. 4 is optional in a Main entry.

Placing of these sections in the catalogue card

1 Call Number—to be commenced from the first vertical (indentation) on the leading line

2 Heading Section—to be commenced from the second vertical (indentation) on the line below the leading line. The continuations will commence from the first vertical

3 Title Section—to be commenced from the second vertical on the line below the Heading section. The succeeding lines begin at the first vertical

4 Notes Section—all the notes are to be given in the same order as given above one after another. If more than one note is to be given, each note forms a separate paragraph. The each paragraph will commence from the second vertical and continuations will commence from the first vertical

5 Accession Number Section—to be given on the bottom-most line and will commence from the first vertical

6. Tracing is to be given on the back of the main card. The headings of all the added entries are to be traced in a tabular form.

Punctuation marks and style of writing

1 Class number and Book number should be separated from each other with a double space. There should be no punctuation mark after Class number and Book number. The Call number and Class number are always to be given in pencil in a catalogue entry as these are subject to change.

2 In the Heading section, the Entry element is to be written in block capitals. The Secondary element is to be put with in circular brackets and Tertiary element, if any, is also to be enclosed with in next circular brackets. There should be no punctuation mark between Entry element, Secondary element and Tertiary element. The full stop (.) is to be put at the end of the section.

3 Excluding an initial article (A, An & The) and honorific word, the title of the document is to be recorded in the Main entry. A colon (:) is to be put between Main title and Sub-title or Explanatory title, if any. A full stop (.) is to be put before giving information regarding Edition, if any. A full stop (.) is to be put before giving information regarding Collaborators, if any. The full stop (.) is to be put at the end of the section.

4 Series note is to be enclosed in circular brackets (). All other notes are to be put in double inverted commas “ ”.

5 No punctuation mark is to be put after the Accession number.

6 One entry is to be traced in one line and full stop is to be put after each and every heading.

Note—According to the rules and current practice of Ccc, abbreviation mark i.e., dot (.) need not be given as illustrated below—

Examples

<i>Full</i>	<i>Abbreviated</i>
Joint Author	J Auth
Edition	Ed
Editor	Ed
Translator	Tr
Shiyali Ramamrita Ranganathan	S R Ranganathan
Henry A. Sharp	H A Sharp

1 Title page

Front of the title page

CLASSIFIED

CATALOGUE CODE

**with additional rules for
Dictionary Catalogue Code**

S R RANGANATHAN

Madras

Madras Library Association

London : G Blunt & Sons

1958

Back of the title page

Shiyali Ramamitra Ranganathan (1892)

Edition 1 1934

Edition 2 1945

Edition 3 1951

Edition 4 1958

2 : 551N3

qN58

11497

Half title page

Madras Library Association, Publication Series, 24

Note — No. of pages—605, No illustrations

Decimal Class No—025·32 RSC

Main entry in Dictionary Catalogue

1 →	2:551N3 9.N58	Ranganathan, Shiyali Ramamrita, 1892-
2 →		Classified catalogue code with
3 →		additional rules for dictionary cata-
		logue code. 4th ed. Madras,
		Madras Library Association, 1958.
4 →		605p. (Madras Library Asso-
		ciation, publication series, v.24).
	11497	1. Cataloguing. I. Title (series).
	7	8

Fig. 6

- 1 Call number section
- 2 Heading section
- 3 Title section with imprint
- 4 Collation with series note
- 7 Accession number section
- 8 Tracing section

Note—Section number 5 (Notes section) and Section number 6 (Contents section) do not occur in this Main Entry.

Main entry in Classified Catalogue—

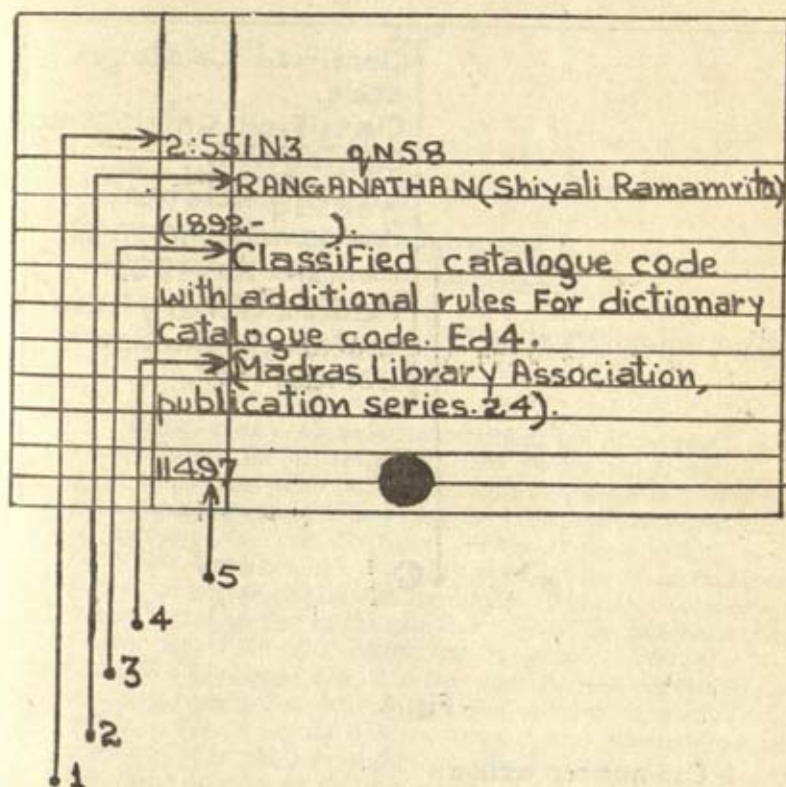
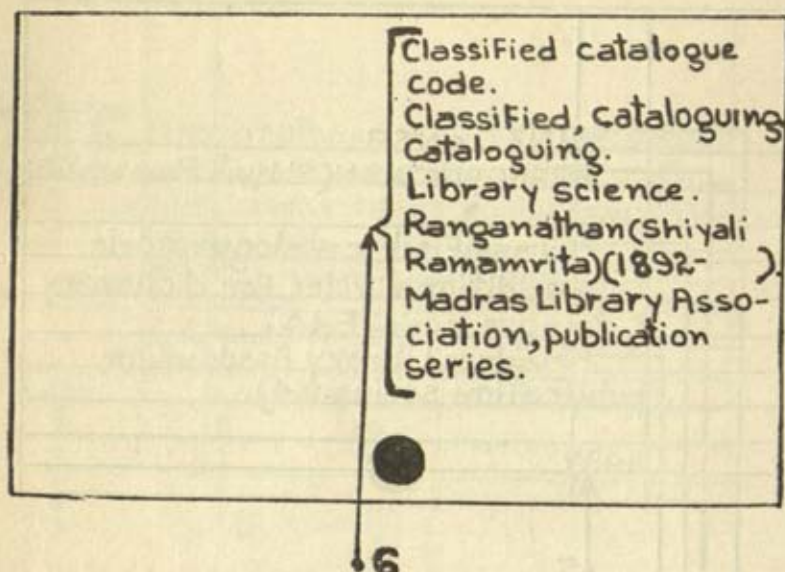


Fig. 7

Back of the Main Card in Classified Catalogue—**Fig. 8**

- 1 Call number section
- 2 Heading section
- 3 Title section
- 4 Notes section
- 5 Accession number section
- 6 Tracing section

PART TWO : SIMPLE BOOK
Section A : MAIN ENTRY
SUB-SECTION A : HEADING SECTION

6

Single Personal Author

Note—Since the heading section of the Main entry is discussed in this Sub-section, only Main entries are prepared. The other sections of Main entry are kept as simple as possible and title pages are modified accordingly. In some cases publishers, pagination etc. are fictitious. That is why section nos. 4 (collation & series note), 5 (notes) and 6 (contents) in Dictionary catalogue and section no. 4 (notes) in Classified catalogue do not occur altogether in the Main entries of this Sub-section. The section no. 8 in Dictionary catalogue and section no. 6 in Classified catalogue viz. Tracing has also been omitted because it can only be given after preparing all the respective added entries. Hence all the Main entries of this sub-section are incomplete. The obliques represent line break in the title page. The main purpose of this sub-section is to explain various types of headings.

Author as defined in Ala rule no. 1—The author is considered to be the person or body chiefly responsible for the intellectual content of the book, literary, artistic or musical.....

Personal author as defined in Ccc on page 126—Person as author, the responsibility for the thought and the expression constituting the work resting solely on his private capacity and not on the capacity of any office being held by him within a corporate body, nor on the capacity of that body.

2 Title page

Asoka/By/Radha Kumud Mookerji/M.A., Ph. D.,
D. Litt., F.A.S.B./Emeritus Professor of History/Lucknow
University/Member of Parliament/Delhi/Rajkamal Pub-
lications Ltd./1955.

V2. C699 J5

17296

Second Edition

*Note—Pages 282, Maps, plate etc., Date of birth of the
author—25th Jan., 1884.*

Analysis of the title page

1	Asoka	Title of the document
2	Radha Kumud Mookerji	Author of the document
3	Delhi	Place of publication
4	Rajkamal Publications	Name of publisher
5	1955	Year of publication
6	V2.C699	Class Number
7	J5	Book Number
8	17296	Accession Number
9	Second edition	Information regarding edition
10	25th Jan., 1884	Date of birth of the author
11	282	No. of pages
12	Maps, plates, etc	<i>i.e., the book is illustrated</i>

Note—Item nos. 1 to 5 are generally found in the front of the title page. Item nos. 6 & 7 are given on the back of the title page by the Classifier. Item no. 8 is given on the back of the title page by the Accessionist. Item no. 9 is to be found either on the front or back of the title page. Item no. 10 is either given in the book somewhere or to be found out by the Cataloguer from other bibliographical sources. Item nos. 11 and 12 are the physical description of the book.

Dictionary Catalogue (Ala)

The rule given below is applicable for the choice of heading—

Ala rule no. 2—*Enter a work under the name of its author, when known, whether or not his name appears in the publication...*

The following rule is applicable for the rendering of the heading—

Ala rule no. 37—*Enter persons of modern times under the family name followed by the surnames and the dates of the birth and death when available.*

Note—*For detailed study see part II page nos. 82—125 of Ala.*

Main entry of the document in Dictionary Catalogue (Ala)

(3)

V2.C699		
J5	[Muke rji], Radha Kumud, 1884—	
	Asoka. 2nd ed. Delhi, Rajkamal Publi-	
	cations, 1955.	
	282 p. illus.	
17296		

Note—1 Only the pure name excluding titles of honour, academic degrees, designations and other honorific words, etc., is to be given in a catalogue entry.

2 The work is entered under 'Mukerji' and not under 'Mookerji'—the form used by the author, so as to bring all 'Mukerjis' at one place in the catalogue. It is the most common and popular form.

3 Since 'Mukerji' is substituted by the cataloguer, it has been enclosed into small square brackets.

4 In the case of single personal authorship, the 'author statement' need not be repeated in the title section.

Classified Catalogue (Ccc)

The rule given below is applicable for the choice of heading according to Ccc—

Ccc rule no. MD 1—*The Heading is to consist of the earliest of the following which the document admits and...*

- 1 *The name of a Single Personal Author ;*
- 2 *The names of Joint Personal Authors ;*
- 3 *The name of a Corporate Author ;*
- 4 *The Names of a Joint Personal Author and of a Joint Corporate Author ;*
- 5 *The names of Joint Corporate Authors ;*
- 6 *A Pseudonym or two or more Pseudonyms ;*
- 7 *The name of a Single Collaborator ;*
- 8 *The names of Joint Collaborators ; and*
- 9 *The Title of the Document.*

The following rules are applicable for the rendering of heading according to Ccc—

Ccc rule no. JA6—*For the rendering of a Title-Page Name consisting of two or more words, it should first be reduced to the Entry Name, and the Entry Element and the Secondary Element should be seperated out...The rendering is to consist successively of the*

- 1 *Entry Element ;*
- 2 *Secondary Element ; and*
- 3 *Year(s) of the person*

Ccc rule no. HE6—*In the case of a name-of-person, other than Chinese, the Entry Element, is to consist of the last word or the last coupled word-group in the Reduced Name. If Chinese, the entire pure name, without any change in the sequence of its words, is to be the Entry Element.*

Ccc rule no. HE 7—*In the case of a Name of Person other than Chinese, the Secondary Element is to consist of all the words of the Reduced Name, not included in the Entry Element.*

The above rules hold good in case of modern Christian names and the names based on Christian pattern. The fundamental rule in case of Indian names may be—*Enter a book under the complete family name, if any, otherwise in the complete personal name. The part of the family name or personal name cannot be used as Entry Element. The rest of the pure name is to be treated as Secondary Element.*

Examples

The Entry Elements are given in Block Capitals

- 1 Rabindra Nath (*personal name*) TAGORE (*family name*)
- 2 Shiyali (*name of place*) Ramamrita (*father's name*) RANGANATHAN (*personal name*)
- 3 Sarvapalli (*name of place*) RADHAKRISHNAN (*personal name*)
- 4 RAJENDRA PRASAD (*personal name*)
- 5 ASHFAQUE HUSSAIN (*personal name*)
- 6 Deepak (*personal name*) DAS GUPTA (*family name*)
- 7 Surendra Nath (*personal name*) BASU RAY CHAUDHURI (*family name*)
- 8 Mohandas (*personal name*) Karamchand (*father's name*) GANDHI (*family name*)
- 9 Bal (*personal name*) Gangadhar (*father's name*) TILAK (*family name*)
- 10 ANANT (*personal name*) Atmaram (*father's name*)
- 11 Anwar Ahmed (*personal name*) QURAISHI (*family name*)
- 12 KRISHNA KUMAR (*personal name*)

Note—For detailed study see part H and chapter JA of Ccc.

Main Entry in Classified Catalogue (Ccc)

(4)

V2.	C699 J5
17296	Mookerji (Radha Kumud) (1884). Asoka. Ed 2.

Note—1 Only the pure name excluding titles of honour, academic degrees, designation and other honorific words is to be given in the catalogue entry.

2 The work is entered under 'Mookerji'—the form used by the author and found in title page in confirmation with the Canon of Ascertainability.

3 Title page

Cataloguing/A Text Book for use in Libraries/By/
Henry A. Sharp/London/Grafton & Co/1950.

DC no. 025.32 SHC 45679

CC no. 2:55 J0 Fourth Edition

388 pages with plates etc

Main entry in Dictionary Catalogue (Ala)

(5)

025.32 SHC	Sharp, Henry A	Cataloguing : a text book for use in libraries. 4th ed. London, Grafton, 1950. 388p. illus.
45679		

Note—1 In the heading section no punctuation mark is given after the name of the author as the full form of the last initial and the year of birth etc of the author are not known. Hence the section will remain open and as soon as these details will be known they may be filled up.

2 There are two parts of the title. In the title section sub-title or explanatory title is given after colon.

3 The words '& Co.' have been omitted from the name of the publisher.

Main entry in Classified Catalogue (Ccc)—

(6)

	2 : 55	J0
	librar	SHARP (Henry A) (). Cataloguing : A text book for use in ies. Ed 4.
	45679	

Note—1 In the heading section in the first circular bracket enclosure, space has been left for the full form of author's forename. The second circular bracket enclosure is vacant as the year of birth of the author is not known.

2 There are two parts of the title—(i) Main Title (ii) Sub-title or Explanatory title. The second part is given after colon.

4 Title page

**The Making/of the/Indian Nation/by/B.G. Gokhale/
Professor and Head of the Deptt. of History/Siddarth
College/Bombay/Asia Publishing House/Bombay, Cal-
cutta, New Delhi, Madras.**

V2. N5 J8 6946

**First published in June 1958, pages 355, No illustra-
tions.**

Main entry in Dictionary Catalogue (Ala)

(7)

V2.N5 J8	Gokhale, G	B
	The making of the Indian nation. Bombay, Asia Publishing House, 1958. 355 p.	
6046		

Note—The article 'The' need not be excluded as in Classified Catalogue.

Main entry in Classified Catalogue (Ccc)

(8)

V2.N5	J8
	GOKHALE (G B) (). Making of the Indian nation.
6946	

Note—The initial article 'The' has been omitted according to the rules of Ccc.

PART TWO : SIMPLE BOOK
SECTION A : MAIN ENTRY
SUB-SECTION A : HEADING SECTION

7

Joint Personal Authors

Joint author as defined in Ala—*A person who collaborates with one or more associates to produce a work in which the contribution of each is usually not separable from that of others.*

Joint authors as defined in Ccc—*Two or more authors, personal or corporate, sharing responsibility for the thought and expression constituting the work, the portion for which each is separately responsible not being either specified or separable.*

Two Joint Authors

5 Title page

North-west Europe/By/P.J. Powrie/and/A.J. Mansfield/George G. Harrap & Co. Ltd/London Toronto Wellington Sydney.

914 PPN 16699

First published in Great Britain in 1959.

Reprinted with amendments in 1960.

Reprinted 1961

Copyright P.J. Powrie and A.J. Mansfield 1959

528 pages with illustrations

Dictionary Catalogue (Ala)

The rule given below is applicable for the choice of heading—

Ala rule no. 3A—*Enter under the first author mentioned on the title page a work produced jointly by two or more authors in which the contribution of each is not a separate and distinct part of the whole...*

Main entry in Dictionary Catalogue (Ala)

(9)

914 PPN	Powrie, P J	
	North-West Europe, by P.J. Powrie and A.J. Mansfield. London, George G. Harrap, c1959. 528 p. illus.	
16699		

Note—*The 'author statement' is included in the title section which was not included in case of single author. The author statement is preceded by a comma and the word 'by'. The names of both the authors are given in the same order as they are appearing in the title page and exactly in the same form as given there.*

Classified Catalogue (Ccc)

The rule given below is applicable for the choice and rendering—

Ccc rule no. MD 32—*If the title page contains the names of two and only two Joint Authors, both the names are to be used as the Heading with the conjunction 'and' connecting them.*

Main entry in Classified Catalogue (Ccc)

(10)

	914	PPN	
		POWRIE (P J) () and	
		MANSFIELD (A J) ()	
		North-West Europe.	
	16699		

Three Joint Authors**6 Title page**

The Cambridge Shorter/History of India/By/J. Allan M.A./Sir T. Wolsley Haig/H.H. Dodwell/1958/S. Chand & Co/Delhi, Jullundur, Lucknow.

V2. N5 J8 6287

Page 784 with maps etc.

Dictionary Catalogue (Ala)

The Ala rule no 3A which has been given above is applicable in this case also for the choice of heading.

Main entry in Dictionary Catalogue (\la)

(11)

V2. N5 J8	Allan, J	The Cambridge shorter history of India, by J. Allan, Sir T. Wolseley Haig and H H. Dodwell. Delhi, S. Chand, 1958. 784 p. illus.
6287		

Note—Names of all the three authors are given in the author statement of the title section.

Classified Catalogue (Ccc)

The rule given below is applicable for the choice and rendering of heading—

Ccc rule no. MD 33—If the title page contains the names of three or more joint authors, the name of the first mentioned author alone is to be used as the Heading and the word 'etc' is to be added thereafter.

Main entry in Classified Catalogue (Ccc)

(12)

	V2. N5	J8
	ALLAN (J) () etc. Cambridge shorter history of India.	
	6287	

More than three Joint Authors

7 Title page

Society and the Law/New meanings for an Old Profession/By/F. James Davis/Henry H. Foster, Jr./C. Ray Jaffery/and/E. Eugene Davis/

Copyright 1962 21519

488 pages,

Dictionary Catalogue (Ala)

The Ala rule no. 3A which has been given above is applicable in this case also for the choice of heading.

Main entry in Dictionary Catalogue (Ala)

(13)

	Davis, F	James
	old	Society and the law : new meanings for an profession, by F. James Davis [and others]. 488 p. 22 cm.
21519		

Note—1 The Class no. & Book no. are to be given as usual.

2 Place of publication, name of publisher and year of publication may be given as usual.

3 If the title page contains the names of more than three joint authors, only the first mentioned name is to be given in the author statement in the title section which should be followed by the word [and others] enclosed in small square brackets as these words are supplied by the cataloguer.

Classified Catalogue (Ccc)

The Ccc rule no. MD 33 which has been given above is applicable in this case also for the choice and rendering of heading.

Main entry in Classified Catalogue (Ccc)

(14)

		DAVIS (F James) () etc. Society and law : New meanings for an old profession.
	21519	

Note—*Call no. may be given as usual.*

PART TWO	: SIMPLE BOOK
SECTION A	: MAIN ENTRY
SUB-SECTION A	: HEADING SECTION

8

Corporate Author

Authorship is ordinarily divided into two broad categories—

1 Personal Authorship

2 Corporate Authorship or Impersonal Authorship

The personal authorship has already been discussed in the preceding two chapters. In this chapter we propose to discuss the second category, viz., Corporate Authorship. We see a large variety of literary productions by bodies or group of people having official names. Such documents may be found in each and every library. Government Departmental Libraries are mostly consisted of documents by Corporate Authors. In these documents the name(s) of personal author(s) who write them are subordinated in preference to their corporate names. According to Prussian Code (*Pin*) the idea of Corporate Authorship has been opposed. The entry is preferred under the name of person where a name of person appears in the title page otherwise under title for such documents. If we adopt this procedure, one of the most fundamental objective of the catalogue of grouping together the works written by the same author will not be attained as illustrated below—

1 Katju, Kailash Nath

Report on the general administration of the Government of Madhya Pradesh, 1959.

2 Report on the working of the Department of Education, M.P. Administration, 1959.

The above treatment is in confirmation with the Prussian Code (*Pin*).

According to Corporate Author principle, the following treatment will be accorded—

1 Madhya Pradesh. *Chief Minister (Katju)*.

Report on the general administration of the government of Madhya Pradesh, 1959.

2 Madhya Pradesh. *Department of Education*.

Report on the working of the Department of Education, M.P. Administration.

In this way both the documents will be found under Madhya Pradesh.

Definition of Corporate Author

Corporate Entry as defined in *Ala*—1 *An entry under the name of a society, institution, government department, bureau, or other organised body, for works issued in its name or by its authority, whether this be a main or an added heading.*

2 *The heading chosen for this entry.*

Corporate Author as defined in *Ccc*—*Corporate body as author, responsibility for the thought and expression constituting the work resting solely on it or any organ of it, and not on the private capacity of any person or persons forming part of or holding office in or in any other way connected with that body.*

Different Categories of Corporate Authors

Ala has recognised the following four categories of Corporate Authors—

A Government publications

B Societies

C Institutions

D Miscellaneous bodies (not included above)

Ccc has recognised the following three categories of Corporate Authors—

A Government

B Institution

C Conference

The first category is common to both the codes.

Ccc has not distinguished between Society and Institution and treated both of them as Institution. Most of the corporate bodies treated in Miscellaneous bodies by *Ala* are included in Institution by *Ccc*. Conference has been made a separate category by *Ccc* which is included by *Ala* in Miscellaneous bodies.

Note—If may be noted that in the revised Ala rules known as AAC (1967) the distinction between Society and Institution has been abolished.

(A) GOVERNMENT AS CORPORATE AUTHOR

1 Government as a whole

8 Title page

BURMA/Statement of policy/By/His Majesty's Government

Dictionary Catalogue (*Ala*) & [AAC (1967)]

The rules given below are applicable for the choice and rendering of the Heading—

Ala rule no. 72—Enter under countries or nations, states, cities, towns and other government districts, official publications issued by them or by their authority.

Main entry in Classified Catalogue (Ccc)

(16)

		GREAT BRITAIN. Burma, statement of policy.

Note—*Call no., Acc. no. and other details may be given as usual.*

9 Title page

**Madhya Pradesh Acts and Ordinances, 1957/Bhopal/
Law Department/1958/**

Z4455.N55

J8

14279

pages 82

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(17)

Z4455. N55
J8Madhya Pradesh. *Laws, statutes, etc.*Madhya Pradesh acts and ordinances, 1957.
Bhopal. Law Department, 1958.
82 p.

14279

Note—*Ala & AAC (1967) prescribe to enter it under the subject of the work rather than author. Refer Ala rule no. 84 & AAC (1967) rule no. 20. To Ranganathan it is the case of the violation of the Canon of Purity.*

Main entry in Classified Catalogue (Ccc)

(18)

Z4455. N55 J8

MADHYA PRADESH.
Acts and ordinances, 1957.

14279

Note—*I Ccc enters it under 'Madhya Pradesh' which is its Corporate author.*

2 The word 'Madhya Pradesh' has been used as Heading and hence should not be repeated in the title section vide Ccc rule no. ME 31.

The following examples may be helpful in the rendering of Headings where the Corporate author is the Government as a whole.

Ala & AAC (1967) Ccc

- 1 India INDIA
is the rendering of Govt. of India.
- 2 Madhya Pradesh MADHYA PRADESH
is the rendering of Govt. of Madhya Pradesh.
- 3 New York (State) NEW YORK
is the rendering of Govt. of New York state.
- 4 New York (County) NEW YORK (County)
is the rendering of the local Govt. of New York county.
- 5 Ujjain (District) UJJAIN (District)
is the rendering of the District Board of Ujjain District.
- 6 Ujjain (City) UJJAIN (City)
is the rendering of the Municipal Corporation of Ujjain city.

2 Organ of Government : Constitutional—Legislative, Executive & Judicial

10 Title page

Foreign Policy of India/Texts of Documents, 1947—59/
Second edition/New Delhi/Lok Sabha Secretariat/1959.

327.54 IND

23972

410 pages

Dictionary Catalogue (Ala) & [AAC (1967)]

The rules given below are applicable for the choice and rendering of heading—

Ala rule no. 72A—*Enter publications emanating from the various agencies of government under the names of the agencies (legislative bodies, courts, executive departments, etc.) as subheadings (under country, or other jurisdiction)...*

AAC (1967) rule no. 81A—*If a legislature has more than one chamber, enter each as a subheading under the legislature.*

AAC (1967) rule no. 81B—*Enter committees and other subordinate units as subheading under the legislature or of a particular chamber as appropriate.*

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(19)

327.54 IND	India. <i>Sansad. Lok Sabha.</i>
	Foreign policy of India : texts of documents, 1947—59. 2nd ed. New Delhi : Lok Sabha Secretariat, 1959. 410 p.
23972	

Classified Catalogue (Ccc)

The rules given below are applicable for the choice and rendering of the heading—

Ccc rule no. JC 21—*If the corporate body is an organ of a government, a Multiple Corporate Heading is to be used.*

Ccc rule no. JC 22—*The First Heading in the rendering of the name of an organ of a Government is to be the name of the Government as a whole...*

Ccc rule no. JC 23—*The rendering of the name of a constitutional organ of a Government, used as Second Heading is to be the name of the Organ as it is current...*

Main entry in Classified Catalogue (Ccc)

(20)

	327.54 IND
1947	INDIA, LOK SABHA. Foreign policy of India : texts of documents, —1959. Ed 2.
23972	

11 Title page

**Minutes/of the/Meetings of the Cabinet, 1960/
Government of India.**

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(21)

	India. <i>Cabinet.</i>
1960.	Minutes of the meetings of the Cabinet,

Note—Call no., Acc. no., Imprint, Collation etc may be given as usual.

Main entry in Classified Catalogue (Ccc)

(22)

		INDIA, CABINET. Minutes of the meetings, 1960.

Note—Call no., Acc. no., etc may be given as usual.

12 Title page

Who's Who/in/U.P. Legislative Council ?/Second
edition/U.P. Legislative Council Secretariat/Lucknow/
1959.

328.54 UTA

52954

pages 65 with photographs

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]
(23)

328.54

UTA

Uttar Pradesh. *Legislature. Legislative Council.*

Who's who in U.P. Legislative Council ?
2nd ed. Lucknow : U.P. Legislative Council
Secretariat, 1959.
65 p. illus.

52954

Main entry in Classified Catalogue (Ccc)
(24)

328.54 UTA

UTTAR PRADESH, LEGISLATIVE
COUNCIL.
Who's who ? Ed 2.

52954

13 Title page

Notes/on the/Administration of Criminal Justice/in
the State of Punjab/Chandigarh/High Court Secretariat/
1960/

347.9 PUN

54972

25 pages

The rule given below is applicable from AAC (1967)
rules—

AAC (1967) rule no. 83A—*Enter a court under its
name as a subheading under the name of the country, state,
or other jurisdiction whose authority it exercises.*

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(25)

347.9 PUN	Punjab. High Court.	
	Notes on the administration of criminal justice in the state of Punjab. Chandigarh : High Court Secretariat, 1960. 25 p.	
54972		

Main entry in Classified Catalogue (Ccc)

(26)

347.9 PUN

PUNJAB, HIGH COURT.

Notes on the administration of criminal
justice.

54972

The following examples of Headings may be helpful in rendering of headings when the corporate author is a constitutional organ of the government.

Ala & [AAC (1967)]

Ccc

1 India. *Supreme Court.* INDIA, SUPREME COURT

is the rendering of Supreme Court of India.

2 United State of America. UNITED STATE OF AME-
Congress. Senate. RICA, SENATE.

is the rendering of Senate of U.S.A.

3 Head of the Government

14 Title page

Presidential Messages and State Papers/being the epoch-making national documents/of all the Presidents/ from George Washington to Woodrow Wilson/Edited by/ Julius W. Muller/

Dictionary Catalogue (Ala) & [AAC (1967)]

The rules given below are applicable for the choice and rendering of the Heading—

Ala rule no. 73A—*Enter collections of messages to legislative bodies, proclamations, executive orders, and similar documents of sovereigns, presidents, governors, etc., covering more than one administration, under the names of the country or other jurisdiction, followed by the name of the office...*

AAC (1967) rule no. 17C 1 a—*Enter an official communication (e.g. a message to a legislature or governing body, a proclamation, an executive order that does not come within the provisions of 20A) issued by a chief of state, a head of a government, or a head of an international inter-governmental body under the corporate heading for the office which he holds.*

AAC (1967) rule no. 17C 1 c—*Enter a collection of official communications of more than one holder of the same office under the heading for the office.*

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(27)

US. President.	Presidential messages and state papers being the epoch-making national documents of all the presidents from George Washington to Woodrow Wilson ; edited by Julius W. Muller.
----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note—*Call no.*, *Acc. no.*, *Imprint*, *Collation*, etc. may be given as usual.

Classified Catalogue (Ccc)

It is a composite work (for the definition of composite work refer Classified Catalogue Code Sec FF4) which is discussed elsewhere in this book.

Ccc will prefer to enter it under the editor. Refer Ccc rule no. MD 51 and Part N.

Main entry in Classified Catalogue (Ccc)

(28)

		MULLER (Julius W) (), <i>Ed.</i>
	the	Presidential messages and state papers being
	Presi-	epoch-making national documents of all the
	dents	from George Washington to Woodrow
	Wilson.	

Note—*Call no.*, *Acc. no.*, etc. may be given as usual.

15 Title page

Executive Orders/of the/President Wilson/establishing defensive sea areas and regulations/for carrying same into effect.

Dictionary Catalogue (Ala) & [AAC (1967)]

The rules given below are applicable for the choice and rendering of heading—

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(31)

	Delhi	(City) Mayor, 1957-58 (A. Asaf Ali).
	Delhi	Rulings of Aruna Asaf Ali—the Mayor of 1958

Note—Call no., Acc. no., imprint, collation, etc. may be given as usual.

Main entry in Classified Catalogue (Ccc)

(32)

	DELHI	(City), MAYOR (Aruna Asaf Ali). Rulings, 1958.

Note—Call no., Acc. no., etc. may be given as usual.

Important—It is to be noted that this kind of corporate heading is to be used in case of official publications as pointed out in Ala rule no. 73A & B, AAC (1967) rule no. 17C1 and the commentary given under Ccc rule no. JC 4. If a president, king, governor, etc. has written a book in his private capacity, this sort of heading will not be applicable. For example the addresses, messages etc. by President Dr. Radhakrishnan will be entered as under—

Ala

India. President, 1962-67 (S. Radhakrishnan).

Ccc

INDIA, PRESIDENT (Sarvapalli Radhakrishnan)

But a book entitled 'Indian Philosophy' written by him will be entered under his personal name—

Ala

Radhakrishnan, Sarvapalli

Ccc

RADHAKRISHNAN (Sarvapalli) ().

4 Administrative Department

17 Title page

Studies in Social Tensions/among the refugees from/
Eastern Pakistan/Govt. of India/Ministry of Scientific &
Cultural Affairs/Delhi/Manager of Publication/1959.

301.1 IND 62975

130 pages with diagrams etc.

Dictionary Catalogue (Ala) & [AAC (1967)]

The rules given below are applicable for the choice and rendering of heading—

Ala rule no. 75—Enter Executive Departments, Ministries and Secretariats as subheadings under the country or other jurisdiction.

AAC (1967) rule no. 78 B—*If a government body is not of one of the types listed in A above, or if there is doubt whether it is, enter it as a subheading under the heading for the government and in accordance with the provisions of 79—86 below.*

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(33)

301.1 IND	India. <i>Ministry of Scientific and Cultural Affairs.</i> Studies in Social tension among the refugees from Eastern Pakistan. Delhi : Manager of Publication, 1959. 130 p. illus.
62975	

Classified Catalogue (Ccc)

The rules given below are applicable for the choice and rendering of the Heading—

Ccc rule no. JC 6—*The Entry Element in the name of an Administrative Department of a government is to be the Word or the Word-Group denoting its sphere of work.*

Ccc rule no. JC 61—*It should if possible be rendered to a noun form in the nominative case.*

Ccc rule no. JC 62—*The other words in the name of the Administrative Department are to be deemed to form Secondary Element.*

Ccc rule no. JC 63—*If the Entry Element had occurred in any position other than the first in the name of the*

Administrative Department, its place should be indicated by a dash among the words of the Secondary Element.

Main entry in Classified Catalogue (Ccc)

(34)

301.1	IND
AFF	INDIA, SCIENTIFIC AND CULTURAL AIRS (Ministry of—). Studies in social tensions among the refugees from Eastern Pakistan.
62975	

18 Title page

**Second Five Year Plan/A Progress Report, 1958-59/
Planning Commission/Government of India/Delhi/Man-
ager of Publication/1960.**

309.230954 IND 63452

198 Pages with maps, diagrams etc.

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(35)

309.230954

IND

India. *Planning Commission.*

1958-59. Second five year plan : a progress report,
 Delhi : Manager of Publication, 1960.
 198 p. illus.

63452

Main entry in Classified Catalogue (Ccc)

(36)

309.2 30954 IND

INDIA, PLANNING (Commission).
 1958-59. Second five year plan : A progress report,

63452

19 Title page

Census of India/Actuarial Reports for the Census/
 Census Commissioner/Government of India/Delhi/
 Manager of Publication/1960.

312.095406 IND

39275

469 pages with diagrams etc.

Dictionary Catalogue (Ala) & [AAC (1967)]

The rules given below are applicable for the choice and rendering of the heading—

Ala rule no. 72A (i)—*Use for a subheading the name of the office rather than the title of the officer except where the title of the officer is the only name of the office.*

AAC (1967) rule no. 80 D—Other Officials—*The Heading for any other government official is that of the ministry or agency which he represents.*

If, however, the official is not a part of ministry or other agency or if he is part of one that has no name but that of the official, the heading consists of his title as subheading under the government.

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(37)

312.095406 IND	India.	Census Commissioner. Census of India : actuarial report for the s. Delhi : Manager of Publication, 1960. 469 p. illus.
39275		

Classified Catalogue (Ccc)

The rule given below is applicable for the choice and rendering of the heading—

Ccc rule no. JC 64—*If an Administrative Department of a government has no special name, the designation of its officer is to be used as its name.*

Main Entry in Classified Catalogue (Ccc)

(38)

312.0	95406	IND
	INDIA, CENSUS (Commissioner). Census of India : Actuarial report for the cens us.	
39275		

20 Title page

Directorate of Economics/and/Statistics/Ministry of Food & Agriculture/Government of India/Coffee in India, 1957-58/Issued by/R. N. Poduval/Economics & Statistical Adviser/Ministry of Food & Agriculture/Manager of Publication/Delhi/1960.

X 8(J481).2.N5s

K0

14327

Dictionary Catalogue (Ala) & [AAC (1967)]

The rules given below are applicable for the choice and rendering of heading—

Ala rule no. 75A—*Enter bureaus or offices subordinate to an executive department, ministry or secretariat directly under the name of jurisdiction, not as a subheading under the department, ministry or secretariat.*

When, however, the bureau or office does not have a distinctive name as that one of the same name might exist in another department, enter under the department with a reference from the bureau.

AAC (1967) rule no. 79A. Direct subheading. If a government body that is to be entered under the name of the government according to 78B above is subordinate to another such body, treat it as a direct subheading under the name of the government if its name has not been or is not likely to be used by another body in the same jurisdiction.

AAC (1967) rule no. 79B—If the name of the body does not meet the above conditions or if there is doubt whether it does, treat it as a subheading under the lowest element of the hierarchy that can be entered directly under the name of the government, omitting any intervening unit in the hierarchy that is not or is not likely to be essential to distinguish bodies with the same name or to identify the body.

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(39)

X8 (J481). K0	2.N5s India	Ministry of Food and Agriculture. Directorate of Economics and Statistics. Coffee in India, 1957-58 ; issued by R.N. Poduval. Delhi : Manager of Publication, 1960.
14327		

Note—1 Collation etc. may be given as usual.

2 In this case the Administrative Department is an organ of Second Remove and its name is not individualising because Directorate of Economics & Statistics may also be established in other ministries and bodies. Hence entered under the organ of Earlier Remove.

Classified Catalogue (Ccc)

The following rule of Ccc is applicable for the choice and rendering of heading—

Ccc rule no. JC 66—If the Administrative Department is an organ of Second or later Remove and if its name is not individualising or if a Homonym cannot be resolved without the addition of the names of the organ(s) of Earlier Remove in its hierarchy, such name(s) is (are) to be interpolated as subheading(s) between the name of the Government as a whole and of the name of the Administrative Department in question.

The minimum number of such subheadings are to be interpolated. If the number of such subheading is two or more, they should be inserted in their descending hierarchical sequence.

Main entry in Classified Catalogue (Ccc)

(40)

	X8(J 481).2.N5s	K0
	INDIA, FOOD AND AGRICULTURE (Ministry of ———), ECONOMICS AND STATISTICS (Directorate of ———), Coffee in India, 1957—58.	
14327		

Main entry in Classified Catalogue (Ccc)

(42)

	INDIA, HINDI (Directorate of———). Technical terms in Hindi : Physics.
--	--------------------------------------------------------------------------

Note—1 Call no, Acc. no, etc may be given as usual.

2 In this case the corporate body is an organ of Second Remove but its name is individualising as there is no Directorate of Hindi under other ministries. Hence the document is entered directly under the name of the country as prescribed in the above mentioned Ccc rule no. JC 66.

5 Temporary Organ**22 Title page**

Report of the/Advisory Committee for Libraries,
1959/Ministry of Education/Government of India.

2.2.N5t

J9

29728

Note—Dr. K.P. Sinha, DPI, Bihar was the Chairman of the Committee. The Committee was established in 1958.

Dictionary Catalogue (Ala) & [AAC (1967)]

The rules given below are applicable for the choice and rendering of heading—

Ala rule no. 81—*Enter reports and recommendations of official commissions and committees, whether permanent or temporary under the name of the country or other jurisdiction, with the name of the commission or committee as a subheading, directly under country or under the appointing department, legislative body etc...*

AAC (1967) rule no. 78B—*If a government body is not of one of the types listed in A above, or if there is doubt whether it is, enter it as a subheading under the heading for the government and in accordance with the provisions of 79—86 below.*

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(43)

2.2.N5t J9	India. <i>Advisory Committee for Libraries, 1958.</i> Report of the Advisory Committee for libraries, 1959 ; Chairman : K.P. Sinha.
29728	

Note—*Imprint, collation etc. may be given as usual.*

Classified Catalogue (Ccc)

The rules given below are applicable for the choice and rendering of heading—

Ccc rule no. JC 7—*The entry element in the name of a temporary organ of a Government is to be rendered on the analogy of Sec. JC6 and its Subdivisions for the Administrative Department.*

Ccc rule no. JC 71—*In the case of a temporary organ of a Government, its year of formulation is to be added as an individualising element.*

Ccc rule no. JC 72—*In the case of an adhoc commission, committee etc. of a Government, the name of its Chairman is to be added within circular brackets after the individualising element in the following style.*

1 The term 'Chairman'

2 A colon ; and

3 The words in the Reduced Name of the Chairman written in their natural sequence.

Main entry in Classified Catalogue (Ccc)

(44)

2.2.N5t J9

for—INDIA, LIBRARIES (Advisory Committee
—) (1958) (Chairman : KP Sinha).
Report, 1959.

29728

Note—Though the Committee was appointed by the Ministry of Education, Government of India but it is entered under the name of the country as the name of the Committee is individualising otherwise the name of the appointing authority viz 'Ministry of Education' must have been interpolated between India and Advisory Committee for Libraries according to all the three codes.

(B) SOCIETIES & INSTITUTIONS AS CORPORATE AUTHORS

Society as defined in Ala—

A society is an organization of persons associated together for the common purposes or objects, such as research, business, recreation, etc.

Included in the rule for societies are academies (learned societies), associations and societies of all kinds, scientific, technical, educational, benevolent, moral, etc. even when strictly local or named from a country, state, province or city, also clubs, guilds, orders of knighthood, secret societies, Greek letter fraternities, Young Men's and Young Women's Christian Associations, affiliated societies, political parties, religious sects, etc., as distinguished from institution (establishments).

Institution as defined in Ala

Institutions, (establishments) are entities whose functions require a plant with buildings, apparatus, etc., as distinguished from bodies, organised groups of persons such as societies, associations, etc., whose duties may be performed equally well in one place or another. The necessity of having a permanent material equipment tends to indentify the institution with a locality.

Included in the rules for institutions are colleges, universities, schools, libraries, museums, galleries, radio stations, observatories, laboratories, churches, monasteries, convents, hospitals, asylums, prisons, theatres, buildings, etc.

Note—It may be noted that in the revised Ala rules known as AAC (1967) the distinction between Society and Institution has been abolished.

Institution as defined in Ccc Sec FC 23—

Sense 1—Independent or autonomous corporate body other than a Government. It may be created by a government, or constituted under a statute, or formed voluntarily—

either formally or informally. It has or it is intended to have continued existence and functions beyond that of the merely convening a conference.

Sense 2—Organ of an Institution in sense 1 defined above.

Ccc Sec no. GD 3—Any autonomous or even non-autonomous organization, engaged in the work of research, production, commerce and supply of commodities and services to the public, may have to be taken to be the institutional author for a work for whose thought and expression it is responsible. It is so even if the institution is owned and managed by the government.

Ccc Sec no. GD 81—Each of the following Institutions should be taken as Author of its works, as if it were independent of the parent body if any exists, be it government or institution—

<i>Abbey</i>	<i>Masonic body</i>
<i>Bank</i>	<i>Monastery</i>
<i>Board of Trade</i>	<i>Mosque</i>
<i>Cathedral</i>	<i>Mutt</i>
<i>Cemetery</i>	<i>Park</i>
<i>Chamber of Commerce</i>	<i>Political Party</i>
<i>Church (place of worship)</i>	<i>Post Office</i>
<i>College</i>	<i>Produce Exchange</i>
<i>Convent</i>	<i>Religious Order</i>
<i>Endowment</i>	<i>School</i>
<i>Exchange (Money)</i>	<i>Stock Exchange</i>
<i>Firm of Enterprise</i>	<i>Telephone Office</i>
<i>Foundation</i>	<i>Temple</i>
<i>Guild</i>	<i>University</i>

Ccc Sec no. GD 82—Each of the following Institutions should be taken as Author of its works as if it were inde-

pendent of the parent body if any exists, be it government or institution, provided it has distinctive name—

Botanical Garden	Festival	Museum
Chapel	Hospital	Observatory
Exhibition	Laboratory	Shop
Experimental station	Library	Zoological Garden

Ccc Sec no. GD 83—Any formal or informal group of the members of a parent body formed for recreative, ameliorative or any other economical or social purposes should be treated as an organ of the parent body even if it has a distinctive name.

Ccc Sec no. GD 84—Each section or branch of an institution should be taken as Author of its work, as if it were independent of its parent body, provided it has a distinctive name not involving the name of the parent body.

If a section or a branch has no distinctive name not involving the name of the parent body, it should be treated as an organ of the parent body.

Note—It is to be noted clearly as pointed out in the above rules that certain classes of Institutions and other bodies viz schools, colleges, hospitals, banks, museums, libraries, zoological gardens etc., as listed above may be established, maintained, owned and administered by the government, yet they are not government agencies and to be treated as Institutions, as their main purpose is not administrative but educative, recreative or public service etc.

23 Title page

World Health Organization/Medical Supervision in
Radiation work/WHO/Geneva.

613-6

WOR

54925

31 pages

Dictionary Catalogue (*Ala*) & [AAC (1967)]

SOCIETY

The rules given below are applicable for the choice and rendering of Heading—

Ala rule no. 91—Enter a society under the first word (not an article) of its latest corporate name...

AAC (1967) rule no. 60—Enter a corporate body directly under its name except when the rules that follow provide for entering it under a higher body of which it is a part, or under the name of the government of which it is an agency.

Example—American Library Association.

Ala rule no. 91B (1)—If the name of the place does not appear in the corporate name, add it in the established form when the activities of the society are local or when the location is an aid to identification for societies of non-distinctive or similar names.

AAC (1967) rule no. 65 A—Local place names. Add the name of the place in which the body is located if the same name has been used by another body in a different location.

AAC (1967) rules no. 65A 1—Use the name of the specific local political jurisdiction i.e. the name of the city, town or other local jurisdiction below the country level or its equivalent, adding, if necessary, the name of a particular district.

Example—Madhava Club. Ujjain.

Ala rule no. 91B (2)—The city is not added, ordinarily, to the names of societies whose headquarters have changed, or whose membership is nationwide and whose branches may be located in different places...

Example—Indian Library Association.

Ala rule no. 91B (3)—When necessary for identification, in cases where headquarters of a society are not given, the name of the country, state, province etc. is added.

AAC (1967) rule no. 65B 1—*If, however, the name has been used by different bodies of a national, state, provincial, etc., character, add the name of the country, state, province, etc., in parentheses.*

Example—Communist Party (India).

If the name of the state or other geographical division is inserted in the body of the heading it is ordinarily abbreviated.

Ala rule no. 91C—*When two or more societies in the same place have the same name distinguish them by dates in the heading.*

AAC (1967) rule no. 65C. Year of founding. *Add in parentheses the year of founding or the inclusive years of existence if the same name is used by bodies that cannot be distinguished appropriately by place.*

Example—Friends Club Delhi (Founded 1913).

Friends Club Delhi (Founded 1963).

Note : The AAC (1967) rules quoted above are applicable to both Society as well as Institution.

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]
(45)

613.6
WOR

World Health Organization.

Medical Supervision in radiation work.
Geneva : WHO, [n. d.]
31 p.

Classified Catalogue (Ccc)**Institution (Society is also included)**

The rules given below are applicable for the choice and rendering of heading—

Ccc rule no JD 1—The name to be used in rendering the name of an Institution is to be the one in the shortest form found in the

- 1 Title page ; or
- 2 Half-title page ; or
- 3 Any other part of the document.

Ccc rule no. JD 12—In rendering the name of an Institution the initial article is to be omitted.

Ccc rule no. JD 13—In rendering the name of an Institution, every honorific word, not forming an inseparable part of the name, is to be omitted, if found either at the beginning or at the end, or in any other position in the name.

Ccc rule no. JD 2—If the bare name of an Institution does not individualise it, the Individualising element to be used for resolving the homonym is to be the term denoting its

- 1 Place, if it is a localised 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 Headquarter, if it cannot be individualised conveniently by any of the terms mentioned in 1, 2 & 3 above.

Examples

MADHAVA COLLEGE (Ujjain).

MADHAVA COLLEGE (Gwalior).

SOCIALIST PARTY (India).

SOCIALIST PARTY (Great Britain).

STATE CENTRAL LIBRARY (Uttar Pradesh).

STATE CENTRAL LIBRARY (Punjab).

Ccc rule no. JD 21—If the Individualising Element prescribed in Sec JD 2 and/or the presence of the name of a place or of a person as an integral part of the name of the Institution does not completely resolve the homonym, the year of Foundation of the Institution is to be used as a Second Individualising Element.

Examples

NEW FRIENDS CLUB (Indore) (1921).

NEW FRIENDS CLUB (Indore) (1961).

Main entry in Classified Catalogue (Ccc)

(46)

	613.6	WOR
	<hr/> WORLD HEALTH ORGANIZATION. Medical supervision in radiation work.	
	54925	

24 Title page

Economic and Social Survey of Mehsana District/The Indian Society of Agricultural Economics/Foreword by/ Sri Manilal B. Nanavati/President of the Society.

330.95479

IND

26659

Main entry in Dictionary Catalogue (*Ala*) & [AAC (1967)]

(47)

330.95479 IND	Indian Society of Agricultural Economics. Economic and social survey of Mehsana District.
26659	

Note—1 The initial article 'The' is omitted as prescribed in *Ala* rule no. 91 and AAC (1967) rule no. 66.

2 The imprint, collation, etc may be given as usual.

Main entry in Classified Catalogue (*Ccc*)

(48)

330.95479 IND	INDIAN SOCIETY OF AGRICULTURAL ECONOMICS. Economic and social survey of Mehsana District.
26659	

Note—The initial article 'The' is omitted as prescribed in Ccc rule no. 9D 12.

25 Title page

National Institute of Basic Education/Ministry of Education/Government of India/Basic Education Bibliography/Delhi/Manager of Publication/1960.

016.3714

NEW

74213

52 pages.

Dictionary Catalogue (Ala)

INSTITUTION (Ala)

The following rules are applicable for the choice and rendering of Heading—

Ala rule no. 92—Enter an institution (using the latest name) under the name of the place in which it is located.

Examples :

Delhi. Public Library.

Meerut. College.

Ujjain. Civil Hospital.

Gwalior. Government Girls Degree College.

Ala rule no. 92A—Enter an institution of the United States or of the British Empire whose name begins with a proper noun or a proper adjective under the first word of its name and refer from the place where it is located. Add the name of the place to the heading if it does not occur in the name of the institution, unless the institution is so well known as to make the addition of the place unnecessary...

Note—Though India is no longer the part of British Empire but in confirmation to the Canon of Local Variation, the *Ala rule no. 92A* may be adopted by Indian libraries regarding Indian Institutions as it is applicable for U.S. and British Institutions in U.S. and British libraries respectively.

Examples :

Vikram University. Ujjain.

Hindu High School. Moradabad.

Karori Mal College. *Delhi*.

Ram Swarup Vaish Charitable Hospital. *Chandausi*.

Pannalal Public Library. *Kanpur*.

It may be noted that the name of geographical entity has already been used as Entry Element in case of Government Publications. So it is the violation of the Canon of Prepotence. Moreover, most of the Institutions are known by their names. That is why the exceptional rule no. 92A is framed by *Ala*. It is surprising to note why the same rule is not applicable for all the institutions of all the countries because 90% of the institutions have proper nouns or proper adjectives in the beginning of their names. The name of the place should be suffixed as an individualising element and should not be prefixed whenever required.

Main entry in Dictionary Catalogue (*Ala*)

(49)

016.3714 NEW	New	Delhi. <i>National Institute of Basic Education</i> . Basic education bibliography. New Delhi : Manager of Publication, 1960. 52 p.
74213		

Note—1 The document is entered under the name of the place vide *Ala* rule no. 92.

2 According to AAC (1967) rule no. 60, the heading will be 'National Institute of Basic Education'.

Classified Catalogue (*Ccc*)

The rules quoted above (*Ccc* JD 1, JD 2, JD 12, JD 13, JD 20 and JD 21) are applicable in this case also.

Main entry in Classified Catalogue (Ccc)

(50)

	016	3714	NEW
		NATIONAL INSTITUTE OF BASIC EDUCATION. Basic education bibliography.	
	74213		

26 Title page

Indian Standards Institution/New Delhi/Glossary of Cataloguing Terms/Indian Standard Institution/New Delhi/1959.

025.3 IND 63215

21 pages

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(51)

025.3 IND	Indian Standards Institution.
	Glossary of cataloguing terms. New Delhi : Indian Standards Institution, 1959. 21 p.
63215	

Note—The document is entered under the name of the institution vide *Ala* rule no. 92A and AAC (1967) rule no. 60.

Main entry in Classified Catalogue (Ccc)

(52)

025.3	IND
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INDIAN STANDARDS INSTITUTION. Glossary of cataloguing terms.

63215

Organ of a Society or Institution

27 Title page

A.L.A./Cataloguing Rules for/Author and Title/
Entries/Prepared by the Division of Cataloguing and/
Classification of the American/Library Association/Second
edition/Edited by/Clara Beetle/American Library Asso-
ciation/Chicago, 1949.

2:55No8 qH 9 17813

Copyright 1949

pages—265

Dictionary Catalogue (*Ala*) & [AAC (1967)]

The rules given below are applicable for the choice and rendering of Heading—

Ala rule no. 102—Enter the various faculties, colleges, professional schools, libraries, chapels, museums, observatories, hospitals, shops, etc. which form an integral part of a University or other institution under the larger institution with the name of the particular entity as subheading.

Ala rule no. 102B—Colleges or professional schools, whose names begin with a proper noun or proper adjective may be entered under their own names, particularly if they are situated at a distance from the university of which they form a part, have merely a nominal connection with it, or for other reasons are unlikely to be looked for under its name...

AAC (1967) rule no. 69—Enter a subordinate body as a subheading under a higher body if its name belongs to one or more of the following types :

Type 1. A name that includes the entire name of the higher body. Omit this portion of the name in the subheading.

Type 2. A name that contains a term that by definition implies that the body is a component part of something else, e.g. "department", "division", "section", "branch."

Type 3. A name that contains a word ordinarily implying administrative subordination, e.g. "committee", providing nothing about the name counteracts this implication.

Type 4. A name of a university school or college that simply indicates a particular field of study.

Type 5. A name that is entirely descriptive of the body's functions and that has a character that is common to the names of both subordinate bodies and independent bodies, e.g. many "institutes", "centres", "laboratories", etc. of universities.

Type 6. Any name that is so general that the name of a higher body is required for its identification.

AAC (1967) rule no. 69A—Direct or indirect subheading. Enter a body treated subordinately as a subheading of the lowest element in the hierarchy above it that may be independently entered. Omit intervening elements in the hierarchy that are not essential to clarify the function of the smaller body as an element of the larger one. In case of

doubt, interpose the lowest element of the hierarchy above it that serves the purpose.

AAC (1967) rule no. 70—Other subordinate bodies. Enter a subordinate body directly under its own name if its name does not belong to one of the types described in rule no. 69. Apply the general rules for corporate bodies, 60—68.

Main entry in Dictionary Catalogue (Ala) & [AAC (1967)]

(53)

2:55No8
qH9

American Library Association. *Division of Cataloguing and Classification.*

A.L.A. cataloguing rules for author and title entries; edited by Clara Beetle. 2nd ed. Chicago: American Library Association, 1949. 265 p.

17813

Note—This is a case of the integral organ of the society.

Classified Catalogue (Ccc)

The rules given below are applicable for the choice and rendering of Heading—

Ccc rule no. JD 3—The rendering of the name of an organ of an Institution is to be made on the analogy of the Sec JC 2 to JC 8 (quoted in case of government publications).

Ccc Sec GD83 and Ccc Sec GD84 (quoted under the definition of Institution).

Main entry in Classified Catalogue (Ccc)

(54)

2:55	No8 qH9
	AMERICAN LIBRARY ASSOCIATION, CATALOGUING AND CLASSIFICATION (Division of—). Cataloguing rules for author and title entries. Ed 2. Ed by Clara Beetle.
17813	

Note—The words 'A.L.A.' have been omitted from the title section vide Ccc rule no. ME31 as these have been given in the Heading Section.

28 Title page

Report/of the/Advisory Committee on Agricultural Credit, 1959/Reserve Bank of India/Bombay/1959.

332.310954063

BOM

15927

90 Pages

Main entry in Dictionary Catalogue (*Ala*)

(55)

332.310954063
BOM

Bombay. Reserve Bank of India. Advisory Committee on Agricultural Credit. Report of the Advisory Committee on Agricultural credit, 1959. Bombay : Reserve Bank of India, 1959. 90 p.

15927

Note—According to AAC (1967) rule no. 60, 65A and 69, the heading will be 'Reserve Bank of India, Bombay. *Advisory Committee on Agricultural Credit*'.

Main entry in Classified Catalogue (*Ccc*)

(56)

332.310954063 BOM

RESERVE BANK OF INDIA (Bombay), AGRICULTURAL CREDIT (Advisory Committee on—). Report, 1959.

15927

29 Title page

Vikram University/Ujjain/Prospectus/of the/Department of Library Science/Published by/The Registrar/Vikram University/Ujjain (M.P.)/1960.

Price 0.50 Paise

16 Pages 25192

Main entry in Dictionary Catalogue (*Ala*) & [AAC (1967)]

(57)

		Vikram University. Ujjain. Department of Library Science.
		Prospectus of the Department of Library Science. Ujjain : Vikram University, 1960.
		16 p.
25192		

Note—1 Call no. etc may be given as usual.

2 The document is entered under the name of the institution and not under the name of the place vide *Ala* rule no. 92A because it begins with the proper noun.

3 According to AAC (1967) rule no. 60 and 69, the heading will be 'Vikram University. Ujjain. 'Department of Library Science'.

Main entry in Classified Catalogue (Ccc)

(58)

	VIKRAM UNIVERSITY, LIBRARY SCIENCE (Department of—). Prospectus, 1960.
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25192

Note—1 Call no. etc may be given as usual.

2 The name of the corporate body viz. 'Department of Library Science' has been omitted from the title section vide Ccc rule no. ME31 because that has been given in the Heading Section.

30 Title page

Madhava College/(Vikram University, Ujjain)/Prospectus and Courses of Studies/Published by/The Registrar/Vikram University/Ujjain/1965.

75287

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(59)

Madhava College, Ujjain.

Prospectus and courses of studies.
Ujjain : Vikram University, 1965.

75287

Note—1 The call no., collation etc may be given as usual.

2 The college is entered under its name (though it is a constituent college of Vikram University) vide Ala rule no. 92A as it has a proper noun in the beginning. It is not entered under the larger body viz Vikram University. Ala rule no. 102B is applied as its name begins with a proper noun and it is unlikely to be looked for under Vikram University.

3 According to AACR (1967) rule no. 60 and 65A, the heading will be the same as according to Ala.

Main entry in Classified Catalogue (Ccc)

(60)

	MADHAVA COLLEGE (Ujjain). Prospectus and courses of studies.
75287	

Note—1 The call no. etc may be given as usual.

2 The document is not entered as an organ under Vikram University vide Ccc Sec GD 84. Though it is a constituent college of Vikram University but it has a distinctive name not involving the name of the parent body.

31 Title page

**Banaras Hindu University/Central Hindu College/
Prospectus and Courses of Studies/1960.**

76392

Main entry in Dictionary Catalogue (Ala)

(61)

	Bana ras. <i>Hindu University. Central Hindu College.</i>
	Prospectus and courses of studies, 1960.

76392

Note—1 The call no., imprint, collation etc may be given as usual.

2. The document is entered under the larger organisation viz. 'Banaras Hindu University' vide Ala rule no. 102. It forms the integral part of the University.

3. According to AACR (1967) rule nos. 60 and 69 the heading will be 'Banaras Hindu University. Central Hindu College'.

Main entry in Classified Catalogue (Ccc)

(62)

		BANARAS HINDU UNIVERSITY, CENTRAL HINDU COLLEGE. Prospectus and courses of studies.

Note—1 The call no., acc. no. etc. may be given as usual.

2 The document is entered under the parent body viz. 'Banaras Hindu University'. vide Ccc Sec GD 84.

Is the distinction necessary between Society and Institution ?

In most of the cases, it is very difficult to recognise any distinction between society and institution as there is no fundamental difference in the object of both of them. If we study the definitions of Society and Institution given in *Ala*, we find two distinguishing factors viz.

1 The functions of Institution require a plant with buildings, apparatus etc.

2 The necessity of having a permanent material equipment.

Dr. Ranganathan, however, does not agree with *Ala*. It cannot be over emphasized that every sort of organisation, however small, it may be, requires some material equipment, building, plant, etc. Many institutions have

also got shifted from one place to another. For example Punjab University was shifted from Lahore to Chandigarh due to the partition of the country. Agricultural College was transferred from Madras to Coimbatore. The National Library of India may be shifted in future from Calcutta to New Delhi.

An institution is also to be entered under its name if its name begins with a proper noun or proper adjective according to *Ala* rule no. 92A.

To Dr. Ranganathan the real factor is not the material equipment but the fact is that most of the institutions have common names like Civil Hospital, Government College, Zoological Garden, Public Library etc. and are to be individualised by the name of the place where they are located. That is why according to *Ala* rules they are entered under the name of the place. But the individualising element should not be prefixed but suffixed. The treatment of *Ala* might have satisfied the Canon of Prepotence but since the name of the geographical entity has already been used as entry element in case of Government publications, so it violates it rather than satisfying it. Moreover most of the institutions are known by their names so to Second Law and the Canon of Sought Heading, all the institutions irrespective of any country should be entered under their names. This will also satisfy the Law of Parsimony as the two sets of rules for Societies and Institutions will not be required. Moreover the practical difficulty is that in many cases, it will not be possible for the cataloguer to recognise whether a particular entity is a Society or an Institution and there is always a possibility of wrong cataloguing.

We can conclude, therefore, that there is no necessity to maintain any distinction between Society and Institution.

Note—It may be noted that in the revised *Ala* rules known as Anglo-American cataloguing rules, 1967 (AACR, 1967) the distinction between Society and Institution has been abolished.

(C) CONFERENCE AS CORPORATE AUTHOR**32 Title page**

Proceedings of the/Madhya Pradesh Library Conference/(held at Indore in 1964).

2p255,N64

K4

65421

Dictionary Catalogue (Ala) & (AAC 1967)

The rules given below are applicable for the choice and rendering of heading—

Ala rule no. 135A—*Enter institutes, meetings, conferences etc under the name of the meeting, except when they are meetings of the members of a society or other body and have no distinctive name of their own.*

Ala rule no. 135B—*If the institute or meeting is held at some institution (College, University, etc) add the name of the Institution to the heading.*

Ala rule no. 135C—*If the institute or meeting is associated with a particular city, add the name of the city to the heading. If the meeting is held only once, or the heading applies to only one meeting, add the date also.*

AACR (1967) rule no. 87—*Enter a conference, congress, or other meeting under its name, followed in many instances by one or more of the following elements : number, place, date...*

AACR (1967) rule no. 89—*If a conference is one of a series of numbered conference of the same name, follow its name by the abbreviation of the ordinal number in English. If the number is only inferred from the numbering of other conferences in the series, use the implied number, but do not enclose it in brackets. If the numbering is irregular, it may be omitted from the heading ; an information card (or an equivalent) may be made to explain the irregularities.*

AACR (1967) rule no. 90A—*The name of the place in which a conference was held follows the name or the number. For forms of geographic names see 72—74.*

If the heading is for a series of conferences, omit the name of the place.

If the place is part of the name of the conference, it is not repeated.

AACR (1967) rule no. 90B—*Prefer the name of the institution at which the conference was held to the geographic name of the place if it provides a better identification. In this case give it in the language used for the name of the conference, if it so appears on the publications ; otherwise give it in the language in which it does appear. Very long names may be represented by brief names.*

AACR (1967) rule no. 91—*Add the year in which the conference was held if the heading is for a single conference. Specific dates are used if necessary to identify the meeting or distinguish it from another.*

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(63)

2p255,N64 K4	Madhya Pradesh Library Conference, Indore. 1964. Proceedings of the Madhya Pradesh Library Conference.
65421	

Note—*Imprint, collation, etc may be given as usual.*

Classified Catalogue (Ccc)

The rules given below are applicable for the choice and rendering of Heading—

Ccc rule no. JE 1—*The rendering of the name of a Conference is to be on the analogy of the Sec of Chap JD (rules given for Institution) and in accordance with the following additional Sections.*

Ccc rule no. JE 2—*The name (s) of the place (s) of a Conference and its year are to be added as Individualising Elements to the name of a Conference which is not held periodically.*

(A periodical Conference is to be catalogued in accordance with the rules for Periodical Publications given in Part 7).

Main entry in Classified Catalogue (Ccc)

(64)

	2p255, N64	K4
FER	MADHYA PRADESH LIBRARY CON- FERENCE (Indore) (1964). Proceedings.	
65421		

Note—*This Conference does not held periodically.*

33 Title page

**Proceedings of the/Fifth International Conference of
Printing Research Institutes/held at Bethlehem, 1959/
Edited by/W.H. Banks/Symposium Publication Division/
Pergamon Press/Oxford London New York/1961.**

M14p1,N59 K1

834102

Dictionary Catalogue (Ala) & (AACR. 1967)

Ala rule no. 132—Enter *International meetings, Conferences, and Congresses, of private persons, under their English names provide the English name has appeared in any of the publications of the Conference...*

AACR (1967)—No specific rule is given.

Main entry in Dictionary Catalogue (Ala) & (AAC, 1967)

(65)

M14p1,N59
K1

International Conference of Printing Research
Institutes, 5th, Bethlehem, 1959.

Proceedings of the Fifth International Conference of Printing Research Institutes, 1959 ; edited by W.H. Banks. Oxford : Pergamon Press, 1961.

834102

Note—1 *The collation etc., may be given as usual.*

2 *The number of conference, name of place where the conference held and the year of meeting may be added as individualising elements.*

3. *An Added entry is to be prepared under the editor.*

Classified Catalogue (Ccc)

It is to be catalogued as a periodical publication according to *Ccc* vide commentary under *Ccc* rule no. JE 2.

34 Title page

Library Movement in India/Papers Presented to the First Delhi Library Conference, 1957/and/the Proceedings of the Conference/Edited by/P.N. Kaula/with a fore-

word by/Dr. S.R. Ranganathan/Delhi Library Association/
Delhi 6.

2.2.N5

J8

65421

Dictionary Catalogue (Ala) & (AACR, 1967)

The above document is primarily the collection of papers presented for discussion to the conference and not only the preceedings of the conference. Hence in this case the name of the compiler or editor is to be used as Heading.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(66)

2.2.N5 J8	Kaula, Prithvi Nath, ed.	Library movement in India : papers presented to the First Delhi Library Conference, 1957, and the proceedings of the conference. Delhi : Delhi Library Association, 1961.
65421		

Note—*The collation etc may be given as usual.*

Classified Catalogue (Ccc)

Ccc rule no. GC 5—*A conference is deemed author only of its agendas, minutes, resolutions reports of proceedings, and similar collectively created thought. But a collection of learned papers or memoranda presented by person(s) or corporate body (i e s) at the Conference is*

deemed to have the respective person(s) or body (i e s) as author(s).

Main entry in Classified Catalogue (Ccc)

(67)

	2.2.N5	J8
	KAULA (Prithvi Nath) (), <i>Ed.</i> Library movement in India : Papers presented to the First Delhi Library Conference, 1957 and the proceedings of the conference.	
65421		

Note—The document is primarily the collection of learned papers presented to the conference. Hence the above mentioned Ccc rule no. GC 5 is applied.

35 Title page

The Proceedings of the/Geneva Summit Conference/
1956/

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 131—Enter diplomatic conferences or conferences for the negotiation of a peace between belligerent powers, and all other official congresses or conferences commonly known by the name of the place of meeting, and noncontinuing, under the name of the place of meeting.

AACR (1967) rule no. 63B, foot note 3—When it is necessary to establish a heading for a diplomatic conference that has no formal name and that has not yet acquired a firmly established conventional name, use the name found most commonly in periodical articles and newspaper accounts in

Main entry in Classified Catalogue (Ccc)

(69)

	GENEVA SUMMIT CONFERENCE (1956). Proceedings.

Note—*The call. no., acc. no., etc. may be given as usual.*

How to distinguish between a work of personal authorship and corporate authorship ?

It has been experienced that in many cases it becomes difficult to determine whether a particular work is a work of personal authorship or corporate authorship.

Corporate bodies are to be regarded as the authors for the works which are the expression of corporate thoughts and activities and for which they are responsible as corporate bodies. In this category the works of administrative, legislative, directive, deliberative or routine character are included such as official reports, statements, catalogues and inventories of libraries and museums, conference proceedings, etc., though the names of persons preparing them are given on their title pages.

On the other hand person or group of persons are to be regarded as the authors for the works for which they are responsible in their personal and private capacities and the purpose of such works is the extension of the boun-

dary of knowledge. No matter if such works are financed, published, issued or sponsored by corporate bodies.

Scholarly investigations or research and studies prepared by consultants are also usually regarded to be the works of personal authorships.

Note—Ala rule no. 71, AACR (1967) rules nos. 17, 17A1, 17A2, 17B and 17C and Ccc Chap. no. GC may be referred for detailed study.

36 Title page

Improved/Science Teaching/in Schools/(A Report of the Experimental Programme in Science Education in India etc.)/Compiled by Mrs. S. Doraiswami/and/Dr. N.E. Bingham/National Council of Educational Research and Training/New Delhi.

507 DOR

92251

Note—Raja Roy Singh, Joint Director of NCERT writes in his preface "This report has been compiled in the hope that the significant features of this new experiment will be brought to the notice of those interested in the improvement of science in the country." The report is published by National Council of Educational Research and Training in 1963.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(70)

507 DOR	Doraiswami, S. ed.	Improved science teaching in schools : (A report of the experimental programme in science education in India etc) : compiled by S. Doraiswami and N.E. Bingham. New Delhi : National Council of Educational Research and Training, [n.d.]
92251		

Note—Collation etc. may be given as usual.

Classified Catalogue (Ccc)

(71)

507	DOR
BIN	DORAISWAMI (S) () and GHAM (N E) (), <i>Ed.</i> Improved science teaching in schools : (A report of the experimental programme in science education in India etc).
02251	

Note—*The above report is entered under editors though it is published by a corporate body because—*

- (a) *its primary function is the extension of the boundary of knowledge.*
- (b) *The responsibility for the thought and expression rests on the editors.*

37 Title page

Report/of/the Health Survey and Planning Committee/(August 1959—October 1961)/Chairman : Dr. A. Lakshmanswami Mudaliar/Member — Secretaries/Dr. K.C.K.E. Raju/Dr. T.P. Tiwari/Government of India/Ministry of Health/1961.

L : 5.2.N5t K1**23221**

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(72)

(17)

L:5.2.N5t K1	India. Health Survey and Planning Committee. Report of the Health Survey and Planning Committee ; Chairman : A. Lakshmanswami Mudaliar.
23221	

Note—1 Collation etc. may be given as usual.

2 An added entry is to be prepared under the name of the Chairman.

Main entry in Classified Catalogue (Ccc)

(73)

37 Title page

L:5 2.N5t K1	INDIA, HEALTH SURVEY AND PLANNING (Committee) (1959) (Chairman : A Lakshmanswami Mudaliar). Report.
23321	

Main entry in Classified Catalogue (Ccc)

(75)

		GAUR (Prem Nath) (). How to grow good potatoes ? : A guide for the farmers and cultivators.
	27934	

Note—The above document is sponsored, published, financed by the Ministry of Food and Agriculture, Government of India. The author is a full-time employee of the Government and has prepared this pamphlet in the office time at the office table. He will get no royalty for this document. Even then the work is deemed to be the work of personal authorship. Because —

- (a) its primary function is the extension of the boundary of the field of knowledge, and
- (b) the responsibility for the thought and expression rests on the person and not on the office held by him.

Pseudonym

Many authors adopt a false or fictitious name or any other specification other than their real names for writing books. The reasons may be—shyness, joking, deceiving, diffidence, etc. Such names or other specifications are called pseudonyms.

Pseudonym as defined in *Ala*—A false name assumed by an author to conceal his identity.

Pseudonym as defined in *AAC* (1967)—*An assumed name used by an author in his works.*

Pseudonymous Author as defined in *Ccc*—*An author assuming a false or fictitious name or any other specification different from the real name. A pseudonym may also be given by others to an author or it may even get started in a casual way, either in his own time or in later times.*

39 Title page

No Tomorrow/By/Clem Colt/London/Mills and Boon/
1953.

O111, 3N05, 21 J3 72347

Note—The author's real name is Nelson Carol Nye as mentioned on the back of the title page of the book.

Dictionary Catalogue (*Ala*) & (*AACR*, 1967)

Ala rule no. 30A—*Enter works published under pseudonym under the author's real name when known...*

Exception is made in favour of entry under pseudonym...

1 when real name is known or author wishes it withheld.

2 when the pseudonym has become fixed in literary history (including current criticism) and biography and is, therefore, the name looked for by the informed reader...

AACR (1967) rule no. 42A—*If all the works of an author appear only under a single pseudonym, enter him under the pseudonym.*

AACR (1967) rule no. 42B—*If the works of an author appear under several pseudonyms or under his real name and one or more pseudonyms, enter him under the name by which he is primarily identified in modern editions of his works and in reference sources. In case of doubt, prefer the real name.*

Main entry in Dictionary Catalogue (Ala)

(76)

O111,3N0 J3	5,21 [Nye.	Nelson Carol]. 1905
	London :	No tomorrow, by Clem Colt. [pseud.]. Mills & Boon, 1953.
72347		

Note—1 *The name in the heading section is enclosed in small square brackets as it does not appear in the author statement in the title page.*

2 *The collation etc. may be given as usual.*

3 The pseudonym is to be given in the author statement in the title section exactly in the same manner as it appears in the title page preceded by the word 'by' and followed by the word 'pseud.' enclosed in small square brackets.

4 A reference entry is to be prepared under the pseudonym of the author.

Important—According to AACR 1967 rule no. 42A and 42B, quoted above, the heading will be *Colt, Clem*, and a reference entry is to be prepared under the real name.

Classified Catalogue (Ccc)

Ccc rule no. MD 41—If the title page gives only a pseudonym in the place of the author's name, the pseudonym is to be used as the Heading and it is to be followed by the Descriptive Element, 'Pseud'.

Ccc rule no. MD 22—A Pseudonym, not having the structure of a name of a person, is to be written as it occurs in the title page of the document, without any permutation of the elements constituting it.

Most of the Pseudonyms look like personal names and are to be rendered as discussed under personal authorship.

Examples :

ROCKWOOD (Roy), Pseud.

PREMCHAND, Pseud.

KERALAPUTRA, Pseud.

ELIOT (George), Pseud.

TWO BROTHERS, Pseud.

Ccc rule no. MD 421—If the title page gives the Real Name of the author also in a subordinated manner, it is to be added in circular brackets after the Descriptive Element 'Pseud'. The Real Name of the author is to be preceded by the symbol 'ie'. The bracket is to be preceded by a comma. The words in the Real Name are to be written in their natural sequence.

Example :

ELIOT (George), Pseud. (ie Mary Ann Evans).

Main entry in Classified Catalogue (Ccc)

(77)

	0111,3N05.21	J3
	COLT (Clem), <i>Pseud</i> , (ie Nelson Carol Nye). No tomorrow.	
72347		

Note—1 The Descriptive Element '*Pseud*' is to be preceded by a comma and to be underlined vide Ccc rule no. ED82 and ED 53 respectively.

2 A reference is to be prepared under the real name of the author.

40 Title page

Soviet Trade Unions/Their Place in the Soviet Labour Policy/By/Isaac Deutscher/Royal Institute of International Affairs/Chautham House/St James Square/London.

X:97D.58.N5

J0

43549

Note—The author has also written some documents under the pseudonym '*Peregrine*'

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(78)

X : 97D.58.N5		
J0	Deutscher, Isaac,	
		Soviet trade unions : their place in the Soviet labour policy. London : Royal Institute of International Affairs, 1950.
43549		

Note 1 The collation etc. may be given as usual.

2 It is treated as a simple work of single personal author and Ala rule no. 2 and AACR (1967) rule no. 1 are applicable.

3 A reference is to be prepared under the pseudonym of the author.

Classified Catalogue (Ccc)

Ccc rule no. MD 422—If the title page gives the Real Name of the author and adds the Pseudonym in a subordinated manner, the former is to be chosen for the Heading. The latter is to be added after it and enclosed in circular brackets. The Descriptive Element 'Pseud' is to be added within the brackets. The bracket is to be preceded by a comma.

Main entry in Classified Catalogue (Ccc)

(79)

X : 97 D.58.N5 J0

DEUTSCHER (Isaac), (Peregrine, *Pseud.*).
Soviet trade unions : Their place in the
Soviet labour policy.

43549

Note—If the *Pseudonym* is not given in the title page, it need not be added. In this case *pseudonym* appears in the title page.

41 Title page

Bamboo Gate/Stories of Children of Modern China/
By/Vanya/

O111, 3N09,1 H6

19567

Note—'Vanya' is the pseudonym of the author. The real name is Virginia Armstrong Oakes born in 1909 which appears nowhere in the above book and has been found from bibliographical sources.

Main entry in Dictionary Catalogue (Ala)

(80)

O111, 3N09,1 H6	[Oakes, Virginia Armstrong], 1909
	Bamboo gate ; stories of children of modern China, by Vanya [pseud.].
19567	

Note—1 Imprint, collation etc. may be given as usual.

2 The Ala rule no. 30A is applicable here also.

3 A reference is to be prepared under the pseudonym of the author.

Important—According to AACR (1967) rule no. 42A, the heading will be 'Vanya' and a reference is to be prepared from the real name of the author.

Classified Catalogue (Ccc)

Ccc rule no. MD 423—*If the Real Name of the author can be found out from outside the work, it is to be added in square brackets after the Descriptive Element 'Pseud'. The Real Name of the author is to be preceded by the symbol 'ie'. The bracket is to be preceded by a comma. The words in the Real Name are written in their natural sequence.*

Main entry in Classified Catalogue (Ccc)

(81)

O111.3N09, 1 H6

VANYA, *Pseud*, [i.e. Virginia Armstrong
Oakes].Bamboo gate : stories of children of modern
China.

19567

Note—*A reference is to be prepared under the real name of the author.*

Important—For detailed study refer *Ala* rules nos. 30A(1), 30A(2), 30A(3), 30B, *AACR* (1967) rules nos. 42A, 42B, 3C, and *Ccc* rules nos. MD 424, MD 425 and MD 43.

Collaborator Heading

In the title pages of some works we do not find the name(s) of personal or corporate author(s) but the name(s) of collaborator(s). In some title-pages the name(s) of collaborator(s) may appear in addition to the name(s) of author(s). The collaborators may be the persons or corporate bodies. The important categories of collaborators are : editor, compiler, reviser, translator, commentator, epitomiser, adapter, illustrator, cartographer etc. They are related to the work in secondary capacity.

Collaborator as defined in Ccc—Person or corporate body associated with a work and/or its author or authors in a secondary capacity not amounting to authorship for example, director, guide, assistant, commentator, illustrator, engraver, translator, reviser, editor, reporter, writer of introduction or foreword, epitomiser, adapter, libratist, writer of words in a musical composition, writer of the words in a pictorial book.

Single Collaborator

42 Title page

Seven Centuries/of/Poetry/Chaucer to Dylan Thomas/
 Edited by/A.N. Jeffares/London/Longmans, Green & Co.
 Ltd./

821 JEF 17836

First published 1955

New Edition 1960

Second impression 1961

pages 463, no illustrations.

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 5A(1)—*Enter under the compiler or editor, individual or corporate, a collection of independent works by various authors, artists, composers, etc., issued with a collective title except as noted in (a) to (c) below—*

Ala rule no. 5A(1a)—*Enter such collections under title if the work of the editor or editing body seems to be but slight and their names do not appear prominently in the publication or if there are frequent changes of editor. Make added entry under editor.*

AACR (1967) rule no. 5A—*With collective title. If a collection of independent works by different authors, not written specifically for the same occasion or for the publication in hand, or of extracts from such works, has a collective title, enter it under the person who compiled it when he is named on the title page as compiler or editor, or is known to have been so named in another edition of the collection; otherwise enter it under its title. In catalogues in which designation of functions are employed, the designation 'comp' is added to the heading for a collection entered under compiler. This designation is also used in such catalogues if the compiler translated the collection. Make an added entry under whichever of the two—title or compiler—is not used as main entry. Make author-title added entries for the works included if there are not more than three. If there are more than three works but not more than three authors, make an added entry under each for whom a single author-title added entry would be inappropriate.*

AACR (1967) rule no. 5B—*Without collective title. If a collection of previously existing works by different authors, or of extracts from such works, lacks a collective title, enter it under the heading appropriate to the work listed first on the title page, or, if there is no collective title page, under the heading appropriate to the first work in the collection. Make an added entry under the compiler or editor if he is named on the title page as compiler or editor. Make added entries under the works or authors included if appropriate under the criteria given in A above. For the treatment of*

anonymous composite manuscripts and manuscript groups without title see 103.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(82)

821 JEF	Jeffares, A	N	, ed.
	Thomas. 1961.	Seven centuries of poetry : Chaucer to Dylan mas. New ed. London : Longmans, Green,	
17836			

Classified Catalogue (Ccc)

Ccc rule no. MD 51—*If the title-page does not give the name of Personal Author, the names of Joint Personal Authors or indicate Corporate Authorship or give a Pseudonym or Pseudonyms in the Author Statement but contains the name of a Collaborator, that name is to be used as the Heading and a Descriptive Element is to be added thereafter indicating the role of the person.*

Main entry in Classified Catalogue (Ccc)

(83)

	821	JEF
		JEFFARES (A N) (), <i>Ed.</i> Seven centuries of poetry : Chaucer to Dylan Thomas. New ed.
	17836	

Note—The Descriptive Element is to be preceded by a comma and to be underlined (italicised) vide Ccc rule no. ED 82 and ED 53 respectively.

43 Title page

Modern Short Stories/of/Marathi/Translated by/
Madhavarao Ganpatrao Shinde/Modern Book House/
Nagpur/1965.

O155.3xN3 111K5

pages 359 39728

copyright 1965

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 21B—Enter translations from various authors by a single translator, published as one work, under the translator.

Ala rule no. 21C—Enter translations from various authors by different translators under the compiler, editor or under title.

AACR (1967) rule no. 15B—Treat a collection of translations of works by different authors under the rule for collections (see rule 5).

Note—Rule 5 has been quoted above.

Main entry in Dictionary Catalogue (Ala)

(84)

0155.3xN3
111K5

Shinde, Madhavarao Ganpatrao,

tr.

Modern short stories of Marathi. Nagpur :
Modern Book House, 1965.
359p.

39728

Important—According to AACR (1967) rule no. 15B and 5, the heading will be *Shinde, Madhavarao Ganpatrao, comp.* as in this case the translator is compiler also.

Classified Catalogue (Ccc)

The Ccc rule no. MD 51 quoted above is applicable in this case also.

Main entry in Classified Catalogue (Ccc)

(85)

0155.3xN3 111K5

Tr.

SHINDE (Madhavarao Ganpatrao) (),

Modern short stories of Marathi.

39728

Joint Collaborators—Two

44 Title page

Sociological Theory/Present Day Sociology from the Past/Edited by/Edgar F. Borgatta and Henry J. Meyer/1956/Alfred A. Knopf/New York.

Y J6

18761

Dictionary Catalogue (Ala) & (AACR, 1967)

The heading may be selected on the analogy of *Ala* rule no. 3A and *AACR* (1967) rule no. 3A, given in connection with Joint Personal Authors and *Ala* rule no. 5A and *AACR* (1967) rule no. 5A given above.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(86)

Y	Borgatta, Edgar F	<i>ed.</i>
J6	Sociological theory : present day sociology from the past ; edited by Edgar F. Borgatta and Henry J. Meyer. New York : Alfred A Knopf, 1956.	
18761		

Note—Collation etc. may be given as usual.

Classified Catalogue (Ccc)

Ccc rule no. MD 54—If the title page gives two or more names of the category contributing to the Heading in accordance with Sec MD51 and its subdivisions, the Heading is to be written on the analogy of Sec MD3 and its subdivisions (given in connection with Joint Authors).

Main entry in Classified Catalogue (Ccc)

(87)

Y	J6
and from	BORGATTA (Edgar F) () MEYER (Henry J) (), Ed. Sociological theory : present day sociology from the past.
18761	

Joint Collaborators—More than Two

If there are more than two names of the category contributing to the Heading—

Dictionary Catalogue (Ala) & (AACR, 1967)

The heading may be selected on the analogy of *Ala* rule no. 3A and *AACR* (1967) rule no. 3A and 3B quoted in connection with Joint Personal Authors.

Classified Catalogue (Ccc)

The heading is to be selected on the analogy of *Ccc* rule no. MD33 given in connection with Joint Personal Authors.

More than one category of Collaborators

45 Title page

Best Stories/of/Hindi Literature/Selected & Edited by/
Prakash Chandra Mathur/Translated by/Ram Prakash
Goel/Jai Publishing House/Moradabad/1953.

O152,3xN3

111K0

79651

pages 354

Dictionary Catalogue (Ala) & (AACR, 1967)

The *Ala* rule no. 5A(1) and *AACR* (1967) rule no. 5A which have been quoted earlier are applicable for the choice of Heading—

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(88)

O152,3xN3		
111K0	Mathur, Prakash Chandra,	ed.
	Best stories of Hindi literature ; tr. by Ram Prakash Goel. Moradabad : Jai Publishing House, 1953.	
	354 p.	
79651		

Classified Catalogue (Ccc)

Ccc rule no. MD 52—If the title page gives the name of each of two or more of the kinds of Collaborators enumerated in the definition in Sec FD1, the name belonging to one and only one kind is to be chosen as Heading. The name of the one making a more important contribution than the others is to be chosen.

Main entry in Classified Catalogue (Ccc)

(89)

	<p>0152,3xN3</p>	<p>111K0</p> <p>MATHUR (Prakash Chandra) (), Ed. Best stories of Hindi literature. Tr by Ram Prakash Goel.</p>

79651

PART TWO	: SIMPLE BOOK
SECTION A	: MAIN ENTRY
SUB-SECTION A	: HEADING SECTION

11

Title Heading

Definition of Title—Title may be defined to be an authoritative name of a literary publication.

Title as defined in Ala—1 *In the broad sense, the distinguishing name of any written production as given on the title page, including the name of the author, editor, translator, the edition, etc, but excluding the imprint.*

2 In the narrow sense the title does not include the name of the author, editor, etc.

Title as defined in AACR, 1967—*In the broad sense, the name of a work, including any alternative title, sub-title, or associated descriptive matter, but excluding the name of the author, editor, etc. unless that name forms a grammatically inseparable part of the title.*

2 In the narrow sense, the name of a work, exclusive of any alternative title, sub-title, or other associated descriptive matter on the title page.

Title as defined in Ccc—*Name of work.*

46 Title page

Who's Who/in/India/A Biographical Dictionary with which is Incorporated Men and Women of the Time/ Edited by N.K. Kulkarni/Book House/Calcutta/1960.

w44,N

K0

73952

Dictionary Catalogue (Ala) & (AAC 1967)

Ala rule no. 5B—Enter encyclopedias and dictionaries under title unless decidedly better known by the name of their editors. In either case make added entry under the form not chosen for main entry, and for the publisher if the work is likely to be referred to by his name.

AACR (1967) rule no. 4A—Enter a work produced under editorial direction under its editor providing: 1) he is named on the title page of the work, 2) the publisher is not named in the title, and 3) the editor appears to be primarily responsible for the existence of the work. In all other cases enter under the title and make an added entry under the editor if he is named on the title page. If authors are named on the title page, make an added entry under the one named first.

Main entry in Dictionary Catalogue (Ala)

(90)

w44, N K0	Who's who in India : a biographical dictionary
	with which is incorporated men and women of the time. Calcutta : Book House, 1960.

73952

Note—1 Collation etc. may be given as usual.

2 If the name of the author or collaborator has not been taken in the Heading section and title of the document is taken in the Heading section, the Heading and Title sections are to be combined into one and the information which we usually give in the title section is to be accommodated in the second section.

3 Added entries are to be prepared under the editors and the revisers.

Important—According to AACR (1967) rule no. 4A, the Heading will be 'Kulkarni, N K', ed.' and an added entry under the title is to be prepared.

Classified Catalogue (Ccc)

Ccc rule no. MD 61—*If a book is a general biographical dictionary or an encyclopedia belonging to the class Generalia, or Science General or Useful Arts or Social Science, or if the Heading cannot be chosen in accordance with any of the other rules..., the Title of the document, excluding an initial article or an initial honorific word, if any, is to be used as the Heading.*

The words in the title are to be written in their natural sequence (See Sec JF 3). The first two words in the Title are to be written in block letters (See Sec JF 4).

Main entry in Classified Catalogue (Ccc)

(91)

w44, N K0	
	WHO'S WHO in India : A biographical dictionary with which is incorporated men and women of the time. Ed by N K Kulkarni.
73952	

Note—1 The above title page belongs to a general biographical dictionary. Hence it is entered under the title.

2 If the name of the Author or Collaborator is not used as the Heading, and title of the document is used as the Heading, the Heading and Title Sections are combined into one and the information which we usually give in the title section (third section) is to be accommodated in the second section.

3 An added entry is to be prepared under the editor.

47 Title page

Twentieth Century Authors/A Biographical Dictionary of Modern Literature/Edited by/Stanley J. Kunitz and Howard Haycraft/New York/The H.W. Wilson Co./1942/

Owk J5

6359

Dictionary Catalogue (Ala) & (AACR, 1967)

The *Ala* rule no. 5B and *AACR* (1967) rule no. 4A quoted earlier are applicable for the choice of Heading—

Main entry in Dictionary Catalogue (Ala)

(92)

Owk J5	Twentieth century authors : a biographical dictionary of modern literature, edited by Stanley J. Kunitz and Howard Haycraft. New York : H.W. Wilson, 1942.
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Note—1 Collation etc. may be given as usual.

2 Added entries may be prepared under editors.

Important—According to *AACR* (1967) rule no. 4A, the heading of the main entry will be 'Kunitz, Stanley J, ed.' and added entry may be prepared under the other editor.

Classified Catalogue (Ccc)

The *Ccc* rule no. MD 54 quoted in connection with Joint Collaborators Heading is applicable for the choice of Heading—

Main entry in Classified Catalogue (Ccc)

(93)

	Owk J5	
HAY	KUNITZ (Stanley J) () and CRAFT (Howard) (), <i>Ed.</i> Twentieth century authors: a biographical dictionary of modern literature.	
	6359	

Note—The *Ccc* rule no. MD 61 quoted above is not applicable because this biographical dictionary is not a general biographical dictionary but belongs to the class literature.

48 Title page

The Concise Oxford Dictionary of Current English/
Edited by F. W. Fowler/and/F.G. Fowler/Revised by/E.
McIntosh/Oxford/at the Clarendon Press/London/1951.

P111,J:4k J1

13243

1552 pages

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(94)

P111,J : 4k J1	Concise Oxford dictionary of current English, edited by F.W. Fowler and F.G. Fowler. rev. by E. McIntosh. Oxford : at the Clarendon Press, 1951. 1552 p.
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13243

Note—The Heading has been constructed in accordance with AACR (1967) rule no. 4A and the work has been entered under the title as the publisher 'Oxford' is named in the title.

Classified Catalogue (Ccc)

The above title page belongs to the dictionary of words and not to the general biographical dictionary. The Ccc rule no. MD61 is not applicable here and Ccc rule no. MD 54 quoted in connection with Joint Collaborators Heading is applicable—

Main entry in Classified Catalogue (Ccc)

(95)

	P111	Ji: 4k	J1	
	FOW	LER (F	W) () and
	Rev	LER (F	G) (), Ed.
		Concise Oxford dictionary of current English.		
		by E McIntosh.		
	13242			

Note—Added entries are to be prepared under the Title and the Reviser.

49 Title page

The Columbia/Viking Concise Encyclopedia/Compiled and Edited/at Columbia University/By the Staff of the Columbia Encyclopedia/Editor-in-chief/William Bridgwater/Macdonald & Co./London/1954.

DC No. R 031 COL 3235

CC No. RR k7252 J54

1092 pages with illustrations

Dictionary Catalogue (Ala) & (AACR, 1967)

The *Ala* rule no. 5B and *AACR* (1967) rule no. 4A are applicable for the choice of Heading.

Title Heading

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(96)

R 031 COL	(The)	Columbia Viking concise encyclopedia ; compiled and edited at Columbia University by the staff of the Columbia encyclopedia, editor-in-chief : William Bridgwater. London : Macdonald, 1954. 1092 p. illus.
3235		

Note—1 An added entry is to be prepared under the editor.

2 Article 'The' is enclosed in the circular brackets as it occurs in the Heading section and at the time of merging of cards, it need not be taken into consideration.

Classified Catalogue (Ccc)

The above title page belongs to an encyclopedia belonging to the class Generalia. Hence the Ccc rule no. MD 61 quoted above is applicable—

Main entry in Classified Catalogue (Ccc)

(97)

RR k7252 J54

COLUMBIA VIKING concise encyclopedia.
Ed by William Bridgwater.

3235

Note—An added entry is to be prepared under the editor.

50 Title page

**Engineering Encyclopedia/A Condensed Encyclopedia
and Mechanical Dictionary/for/Designers, Mechanics,
Technical Schools, Industrial Plants/and Public Libra-
ries/Giving the Most Essential Facts About 4500 Impor-
tant Engineering Subjects/Edited by/Franklin D. Jones/
Second Edition/The Industrial Press/New York/Copy-
right 1954/**

RR Dk,N

J4

13981

pages 1432 with illus.

Dictionary Catalogue (Ala) & (AACR, 1967)

The *Ala* rule no. 5B and *AACR* (1967) rule no. 4A are applicable for the choice of heading.

Title Heading

Main entry in Dictionary Catalogue (Ala)

(98)

RR Dk,N
J4

Engineering encyclopedia : a condensed encyclopedia and mechanical dictionary for designers, mechanics, technical schools, industrial plants and public libraries..., edited by Franklin D. Jones. 2nd ed. New York : Industrial Press, c1954. 1432 p. illus.

13981

Note—1 The three dots (...) represent the omitted portion of the title of the document because it is too lengthy.

2 'The' has been omitted from the name of the publishing firm "The Industrial Press".

3 An added entry is to be prepared under the editor.

Important—According to AACR (1967) rule no. 4A, the heading will be 'Jones, Franklin D', ed. and an added entry is to be prepared under the title.

Classified Catalogue (Ccc)

The above encyclopedia does not belong to the class Generalia. It belongs to Engineering. Hence it does not come within the perview of the Ccc rule no. MD 61 quoted above. The document is to be entered under the Editor vide Ccc rule no. MD 51 quoted in connection with Collaborator Heading.

Main entry in Classified Catalogue (Ccc)

(99)

RR Dk,N J4

JONES (Franklin D) (), *Ed.*
 Engineering encyclopedia : A condensed en-
 cyclo-pedia and mechanical dictionary etc. Ed2.

13981

Note—The word "etc" is given at the end of the title portion, because the portion "for designers...engineering subjects" has been omitted (see Ccc rule no. JF 5).

51 Title page

Black's Veterinary Dictionary/by/William C. Miller/
 and/Geoffrey P. West/Fifth Edition/1959/London/Adam
 and Charles Black.

Copyright 1959 636.08903 BMV 13998

1056 pages, with illus.

Dictionary Catalogue (Ala) & (AACR, 1967)

The *Ala* rule no. 5B and *AACR* (1967) rule no. 4A are applicable for the choice of Heading—

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(100)

RR
636.08903
BHV

Black's veterinary dictionary, by William C. Miller
and Geoffrey P. West. 5th ed. London: Adam
and Charles Black, c1959.
1056 p. illus.

13998

Note—*Added entries may be prepared under editors.*

Classified Catalogue (Ccc)

The above dictionary does not belong to the class general biographical dictionary. Hence it does not come within the purview of the Ccc rule no. MD 61 quoted above. The document is to be entered under Editors vide Ccc rule no. MD 54 quoted in connection with joint Collaborators Heading.

Main entry in Classified Catalogue (Ccc)

(101)

RR 636.08903 BHV

MILLER (William C) () and WEST
 (Geofrey P) ().
 Black's veterinary dictionary. Ed5.

13998

Note—An added entry must be prepared vide Ccc rule no. MK 122 under the Title as the Title contains a proper noun.

52 Title page

One Hundred Great Lives/Odhams Press/London/
 1951

54728

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 32—Enter works published anonymously under author when known. Make added entry under title and added entry or reference under any phrase instead of the author's name.

If the author is not known, enter under title, making added entry under the phrase expressing authorship.

AACR (1967) rule no. 2A—Enter under title (or designation in lieu of title—see 103) work that is of unknown or uncertain authorship, or that is by a group that lacks a name...

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(102)

920
ONE

One hundred great lives. London :
Odhams Press, 1951.

54728

Note—*The collation etc. may be given as usual.*

Classified Catalogue (Ccc)

The Ccc rule no. MD 61 quoted above is applicable for the choice of Heading—

Main entry in Classified Catalogue (Ccc)

(103)

920 ONE

ONE HUNDRED great lives.

54728

PART TWO	: SIMPLE BOOK
SECTION A	: MAIN ENTRY
SUB-SECTION A	: HEADING SECTION

12

Anonymous Classics

Anonymous classics are old books of unknown authorship. These books are still read with interest by readers.

Anonymous classic as defined in Ala—An anonymous classic is a work of unknown or doubtful authorship, commonly designated by title, which may have appeared in the course of time in many editions, versions, and/or translations.

Anonymous work as defined in AACR (1967)—Of unknown authorship.

Anonymous work as defined in Ccc—Work of unknown authorship either personal or corporate.

53 Title page

More Stories/from/the Arabian Nights/Translated by Sir Richard Burton/Edited and arranged with an Introd. by/Julian Franklyn/Illustrated by/McDonald Sinclair/Hamilton & Co./London/1961.

398 21 ARA

72956

pages 155 with illus

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 33A—Enter editions of anonymous c'assics and their translations under a uniform heading consisting

of the traditional or conventional title of the work in the language of the original version when known.....

However, prefer entry under the English form, if the classic is known equally well in many languages.

AACR (1967) rule no. 2—Enter under title (or designation in lieu of title—see 103) a work that is of unknown or uncertain authorship or that is by a group that lacks a name...

AACR (1967) rule no. 100A—When the editions (other than revised editions as specified in E below), translations, etc., of a work appear under various titles select one title as the uniform title under which all will be catalogued.

AACR (1967) rule no. 100B—In the case of works entered under title, treat the uniform title as a heading. Make references from variants of the title but prefer an added entry for any title that applied to a particular edition rather than to the work itself.

AACR (1967) rule no. 100D—If the title selected for the uniform title is not written in the Roman alphabet, romanize it by applying the appropriate transliteration or romanization system approved for library purpose.

AACR (1967) rule no. 100E—Do not use a uniform title when an edition purporting to be a revision or up-dating of the original work appears under a different title. Relate the editions by noting the earlier or later title on each entry.

Title of books	Uniform Heading
1 The Arabian nights 2 The Arabian nights entertainments 3 The Stories of Arabian nights	} Arabian nights
1 The Little Mother Goose 2 The Story of Mother Goose	} Mother Goose

The following list based on various codes and aids gives some uniform headings commonly used—

Arabian nights	Mother Goose
Arthur, King	Nibelungenlied
Chanson de Roland	Njals Saga
Cuchulain	Panchtantra
Everyman	Reynard the Fox
Grail	Robinhood
Hitopadesa	
Jatak Stories	Seven Sages
Mahabharat	

Refer from the forms not chosen for entry

For example :

Song of Roland	Roland
See	See
Chanson de Roland	Chanson de Roland

Main entry in Dictionary Catalogue (Ala) & (AACR 1967)
(104)

398.21 ARA	Arabian Nights.	More stories from the Arabian nights ; tr. by Sir Richard Burton ; edited and arranged with an intro d. by Julian Franklyn, illus. by McDonald Sinclair, London : Hamilton, 1961. 155 p. illus.
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Note — *Added entries may be prepared under the translator, editor and the title.*

Classified Catalogue (Ccc)

The Ccc rule no. MD 51 quoted in connection with Single Collaborator is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(105)

	398.21 ARA	BURTON (Richard)(), Tr. More Stories from the Arabian nights. Ed by Julian Franklyn, illus by McDonald Sineljar.
	72956	

Note—*Added entries may be prepared under the editor, illustraton and under the title vide Ccc rule no. MK 122 as it contains a proper noun.*

54 Title page

Tales From the Arabian Nights/Illustrated by/Brain Wildsmith/Second Edition/Oxford University Press/London/1961.

398.21 ARA

73578

281 pages

Dictionary Catalogue (Ala) & (AACR, 1967)

The *Ala* rule no. 33A and *AACR* (1967) rule no. 100A, 102C quoted above are applicable for the choice of Heading.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(106)

398.21 ARA	Arabian Nights.
73578	Tales from the Arabian nights ; illus. by Brian Wildsmith. 2nd ed. London : Oxford Uni- versity Press, 1981. 281 p. illus.

Note—*Added entries may be prepared under the illustrator and title.*

Classified Catalogue (Ccc)

The *Ccc* rule no. MD 51 quoted in connection with Single Collaborator is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(107)

398.2/1 ARA	
73578	WILDSMITH (Brian) (), <i>illus.</i> Tales from the Arabian nights. Ed2.

Note—An added entry may be prepared under the title vide Ccc rule no. MK 122 as it contains a proper noun.

PART TWO	: SIMPLE BOOK
SECTION A	: MAIN ENTRY
SUB-SECTION A	: HEADING SECTION

13

Sacred Literature

Most of the religious scriptures are anonymous works. In *Ala* and *AACR (1967)* catalogue codes, specific rules are given for the choice of heading for such works. Dr. Ranganathan, however, does not feel any necessity of doing so.

1 BIBLE

55 Title page

The Holy Bible /Containing Old and New Testaments/
Translated from Original Tongues/London/Thomas
Nelson & Sons/1960.

220.52 BIB

17297

pages 1296 ; 191

Dictionary Catalogue (*Ala*) & (*AAC 1967*)

Ala rule no. 34—Enter the Bible or any part of it including the Apocrypha under the word 'BIBLE'. Include as Subheading, O.T. (Old Testament), N.T. (New Testament), the name of the book or group of books, as the case requires, the language of the text, the date of publication, and when known, the version.

For the form and spelling of the names of Biblical books, follow the Authorised version of the English Bib.e. Refer from variant forms and spellings.

Refer also from the names of individual books to the heading under which they appear in the catalogue.

AACR (1967) rule no. 27A—General rule—Enter a sacred scripture accepted as divine revelation by a religious group under uniform title (see 108-118). Make an explanatory reference from the name of any person that is associated with the revelation of such a work, except for the parts of the Bible.

AACR (1967) rule no. 108—Use the uniform title *BIBLE* for the Bible and any of its parts. Add to this heading the designation of part, the language of the text, the name of the version, translator, or reviser, and the year of the edition, as specified by the following rules.

AACR (1967) rule no. 109A—Designate the Old Testament as *O.T.* and the New Testament as *NT*...Use Arabic numerals for books, Roman numerals for chapters, and Arabic numerals for verses.

AACR (1967) rule no. 109C—Enter the collection known as the *Apocrypha*...under *BIBLE. O.T. Apocrypha*. Enter individual books, as subheadings under the *Apocrypha*.

AACR (1967) rule no. 109D—Make appropriate references from the title of books, from variant forms of these titles, and from the names of groups of books. Refer from these also in the form of direct sub-headings under *BIBLE* and, in the case of variants, in the form of indirect sub-headings under the testament. Make explanatory references when needed.

Examples :

Bible.

Bible. *O.T.*

Refer from Old Testament.

Bible. *N.T.*

Refer from New Testament.

Bible. *N.T. Gospels*

Refer from Gospel.

Bible. *O.T. Psalms.*

Refer from Psalms.

Bible. *N.T. John.*

Refer from John.

Song of Solomon

See

Bible. *Old Testament Song of Solomon.*

Main entry in Dictionary Catalogue (Ala) & (AACR 1967)

(108)

220.52 BIB	Bible	<i>English.</i>
	Testa Lond	The Holy Bible, containing Old and New ments ; tr. from the original tongues. on : Thomas Nelson, 1960. 1296 ; 191p.

17297

Classified Catalogue (Ccc)

Since no author or collaborator is mentioned in the title page, the *Ccc* rule no. MD 61 is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(109)

220.5 2 BIB

BIBLE : Containing Old and New Testaments. Tr from the original tongues.

17297

Note—1 The article 'The' and honorific word 'Holy' have been omitted vide Ccc rule no. JF 3.

2 An added entry is to be prepared under the Title.

56 Title page

The Acts of Apostles/A Critical Edition/with introd. and notes on selected passages/By/Albert C. Clark/Oxford/at the Clarendon Press/1933.

226 BIB

25972

pages 500

Dictionary Catalogue (Ala) & (AACR 1967)

Ala rule no. 29A—Enter works containing both text and commentary (or scholia) under the author of the text with added entry for the commentator or scholiast.

Ala rule no. 29B—Enter under commentator or scholiast commentaries (or scholia) with partial or fragmentary text, or with text obviously subordinated to the commentary...Make added entry under the heading appropriate to the text.

Commentaries issued without text are entered, like criticism in general, under the author of the commentary, with subject entry for the work criticise.

Ala rule no. 29C—Enter scholia without text and of unknown (probably diverse) authorship under the editor...

AACR (1967) rule no. 11A—If the title page presents the publication as a commentary on the work, catalogue it as such according to the applicable general rule (1—5) unless there is strong reason to catalogue it as an edition of the work...

AACR (1967) rule no. 11B—If the title page presents the publication as an edition of the work with accompanying commentary or annotations, catalogue it as an edition of the work under the applicable general rule (1—5), making an added entry under the commentator, unless there is strong reason to catalogue it as a commentary.

Main entry in Dictionary Catalogue (Ala) & (AAC 1967)

(110)

Bible. N.T. Apostle. English.	
with introd. and notes on selected passages by Albert C. Clark	The Acts of the Apostles : a critical edition : Oxford : Clarendon Press, 1933. 500 p.

17973

Note—1 The call no. etc. may be given as usual.

2 The Ala rule no. 29A and AACR (1967) rule no. 11B are applied.

3 An added entry is to be prepared under the editor.

Dictionary Catalogue (Ala) & (AACR, 1967)

The above document is not the Bible in original, or its commentary but it deals with the history of Bible. So it is an original work of personal authorship and *Ala* rule no. 2 and *AACR* (1967) rule no. 1 are applicable for the choice of Heading.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(112)

220.9 BRA	Bratton, Fred Gladstone
39297	<p>A history of the Bible : an introduction to the historical method. London : Hale Robert, 1961.</p> <p>287 p.</p>

Classified Catalogue (Ccc)

This is a work of Single Personal Authorship. Hence *Ccc* rule no. MD 1 quoted in connection with Single Personal Author is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(113)

220.9 BRA

	BRATT ON (Fred Gladstone) (). History of the Bible : an introduction to the historical method.
--	-------------------------------------------------------------------------------------------------------

39297

Note—An added entry is to be prepared under the Title vide Ccc rule no. MK 122 as it contains a proper noun.

2 BUDDHIST SCRIPTURES

58 Title page

Dhammapada/Edited by/Charuchandra Basu/Fifth Edition/Calcutta/Mahabodhi Society/1960.

Q41:22

K0

57932

271 pages

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 35B—Enter the collected Buddhist scriptures under the heading TRIPITAKA : the three divisions, Vinayapitaka, Suttapitaka and Abhidhamma under those names ; and each individual treatise under its own name. Correlate the whole by means of see also references from the subject heading BUDDHA AND BUDDHISM—SACRED BOOKS. Specify in the heading, if desirable, versions and language of text. Distinguish selections from complete works by means of the form sub-heading SELECTIONS.

AACR (1967) rule no. 116—*Use the uniform title TRIPITAKA for collections of Buddhist scriptures. Enter the component divisions of the Tripitaka and their component treatises directly under their own titles.*

Make explanatory references under the Tripitaka and under its divisions.

Examples

Tripitaka.

Suttapitaka.

Tripitaka. *English. Selections.*

Abhidhammapitaka.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(114)

Q 41 : 2 K0	Dhammapada. <i>English.</i>
Basu.	Dhammapada ; edited by Charuchandra 5th ed. Calcutta : Mahabodhi Society, 1960. 271 p.
57932	

Note—*An added entry may be prepared under the editor.*

Classified Catalogue (Ccc)

The Ccc rule no. MD 51 quoted in connection with Single Collaborator is applicable for the choice of Heading.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(116)

Q4:2:g
J7

Guenther, Herbert V

Philosophy and psychology in the Abhidhamma. Lucknow : Budha Vihara, 1957.
404p. illus.

73925

Classified Catalogue (Ccc)

In Classified Catalogue also it is to be treated as a work of single personal authorship and Ccc rule no. MD 1 is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(117)

Q4:2:g J7

GUENTHER (Herbert V) ().
Philosophy and psychology in the
Abhidhamma.

73925

3 HINDU, JAIN & SIKH SCRIPTURES

Dictionary Catalogue (Ala) & (AACR, 1967)

The following rules are applicable for the choice of Heading—

Ala rule no 35C (1)—Enter general collections of Vedic texts under the uniform heading VEDAS using language specification and the form subheading SELECTIONS when such delimitation is desirable.

Vedas. French. Selections.

Ala rule no. 35C (2)—Enter the four separate collections of hymns and prayers known respectively as Rigveda, Samaveda, Yajurveda, and Atharvaveda under the uniform heading VEDAS. Subdivide by the name of the collection and refer from it. Further subdivision by version and by language may be made.

AACR (1967) rule no. 117A. VEDAS—Use the uniform title VEDAS for collections of Vedic texts. Treat the titles of the four standard collections of Vedas as subheadings under VEDAS. When appropriate, indicate a particular version of one of these collections by adding its title in parentheses.

Vedas. Rigveda.

Refer from

Rigveda

Vedas. Yajurved. English. Selections.

Ala rule no. 35C (3)—Enter the various collections of commentaries and treatises known respectively as Brahmanas, Aranyakas, Upanishads under the uniform heading BRAMANAS, ARANYAKAS, UPANISHADS. Subdivide in each case by the name of individual treatises, and refer from the latter.

ACCR, (1967) rule no. 117B. ARANYAKAS, BRAHMANAS, UPANISHADS—Use the appropriate uniform

title *ARANYAKAS, BRAHAMANAS, or UPANISHADS* for collections of texts in these categories. Treat the titles of particular collections as subheadings under the appropriate category.

ACCR (1967) rule no. 117C. *SUTRAS*—Use the title of an anonymous *sutra* as its uniform heading.

Brahmanas. *Adbhutabrahmana.*

Aranyakas. *Aitareyaranyaka.*

Upanishads. *Chandogya-upanishad.*

Refer from

Chandogya-upanishad.

Vaitnasutra.

AACR (1967) rule no. 117D. *SIDDHANTA*—Use the uniform title *SIDDHANTA* for collections of the Jain canon. Treat the title of the seven standard collections as subheadings and the title of each individual text within a collection as a further subheading.

Siddhanta.

Siddhanta. Anga.

Siddhanta. Anga. Acavanga.

AACR (1967) rule no. 117E. *ADI-GRANTH*—Use the uniform title *ADI-GRANTH* for the Sikh Scriptures.

Adi—Granth.

Note—Other sacred scriptures may also be entered in the similar manner under uniform heading.

Bhagavad-Gita.

Refer from

Gita.

Srimad Bhagavad Gita.

60 Title page

**Samaveda/Edited by/Sri Ram Sharma/Gayatri
Prakashan/Mathura/1960.**

Q13:2

K0

73925

368 pages

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(118)

Q13:2
K0

Veda, s. *Samaveda. English.*

Samaveda : edited by Sri Ram Sharma.
Mathura : Gayatri Prakashan, 1960.
368p.

73925

Note—*An added entry may be prepared under the editor.*

Classified Catalogue (Ccc)

The Ccc rule no. MD 51 quoted in connection with Single Collaborator is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(119)

Q13:2 K0

SHARMA (Sri Ram) (), Ed.
Samaveda.

73925

61 Title page

Srimad Bhagavad-Gita/Translated from Sanskrit
with an introduction by/Juan Mascaro/Harmondsworth/
Penguin/1962.

181.48

BHA

24793

Pages 122

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(120)

181.48

BHA

Bhagavad-Gita. *English.*Srimad Bhagavad-Gita ; tr from the Sanskrit
with an introduction by Juan Mascaro. Harmond-
sworth : Penguin, 1962.
122p.

24793

Note—An added entry may be prepared under the translator.

Classified Catalogue (Ccc)

The Ccc rule no. MD 51 quoted in connection with Single Collaborator is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(121)

	181.48 BHA
	MASOARO (Juan)(), Tr. Bhagvad-Gita. Tr from the Sanskrit.
24793	

Note—The honorific word "Srimad" has been omitted vide Ccc rule no. JP3.

62 Title page

Srimad Bhagavad-Gita Rahasya/Including an External Examination of the Gita ; and a/Comparison of Eastern with Western Doctrines, etc./By/Bal Gangadhar Tilak, B.A. LL.B./Translated by/Bhalchandra Sitaram Sukthankar, M A.. LL B./First Edition/Saka year 1857 ; 1935 A.D.

Published by—Tilak Bros., 568 Narayan Peth, Poona City

181.48

TBG

23972

618 pages with photographs

Dictionary Catalogue (Ala) & (AACR, 1967)

The above document does not contain only the text of Gita or its translation. It is an original commentary on Gita and Tilak has designated himself as the author of the book. So it is to be treated as a work of personal authorship by Tilak vide *Ala* rule no 29B and *AACR*, (1967) rule no. 11A quoted in connection with Bible.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(122)

181.48 TBG	Tilak, Bal Gangadhar, 1856—1920.
23972	Srimad Bhagavad Gita rahasya including an external examination of the Gita and a comparison of Eastern with Western doctrines, etc. ; tr. by Bhalchandra Sitaram Sukthankar. Poona : Tilak Bros., 1935. 618p. illus.

Classified Catalogue (Ccc)

According to *Ccc* rule no. MD 53 quoted in connection with Bible this document is to be entered under Tilak.

Main entry in Classified Catalogue (Ccc)

(123)

	181.48	TBG
		TILAK (Bal Gangadhar) (1856—1920). Bhagavad-gita rahasya including an external examination of the Gita and a comparison of Eastern with Western doctrines, etc. Tr. by Bhalchandra Sitaram Sukthankar.
	23972	

63 Title page

The Song of God/Bhagavad-Gita/Translated by/
Swami Prabhavananda/and/Christopher Isherwood/with
an introduction by/Aldous Huxley/New York/1959/Ameri-
can Library.

181.48

BHA

75639

143 pages

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(124)

181.48		
BHA		Bhagavad-Gita. <i>English.</i>
		The Song of God : Bhagavad-Gita ; tr. by Phra bhavanand and Christopher Isherwood, with an introd. by Aldous Huxley. New York : American Library, 1959. 143 p.

75639

Main entry in Classified Catalogue (Ccc)

(125)

181.48 BHA

PRABHAVANANDA () and ISHER-
 WOOD (Christopher) (), Tr.
 Song of God : Bhagavad-Gita. Introd. by
 Aldo us Huxley.

75639

4 KORAN

64 Title page

Anvarul Quran/Qadsam'iallah/Translated with
 Tamil Commentary/by E.M. Abdul Rahman/Kootanallur/
 Adam Trust/1960.

Q7 : 2

K0

57695

pages 205

Dictionary Catalogue (Ala) and (AACR, 1967)

Ala rule no. 35 D—Enter texts of the Koran under the word KORAN. Refer from variant transliterated forms. Include the language in the heading for translations and distinguish selections from complete texts by the use of the form subdivision SELECTIONS.

AACR (1967) rule no. 118 A—Use KORAN as the uniform title for the Koran and its parts.

Koran.

Koran. Tamil.

Koran. Hindi. Selections.

Refer from

Alcoran.

Alkoran.

Coran

Qu'ran.

Main entry in Dictionary Catalogue (Ala) and (AACR, 1967)

(126)

Q7 : 2
K0Koran. *English.*Anvarul Quran, Qadsam' iallah : tr. [with
Tamil commentary by E.M. Abdul Rahman.
Kootanallur : Adam Trust, 1960.
205p.

57695

Note -An added entry may be prepared under the translator.

Classified Catalogue (Ccc)

The Ccc rule no. MD 51 quoted in connection with Single Collaborator is applicable for the choice of Heading

Main entry in Classified Catalogue (Ccc)

(127)

Q7 : 2 K0

ABDUL RAHMAN (E M) (), Tr. and
Comm.

Anvarul Quran, Qadsam 'iallah.

57695

65 Title page

Basic Concepts of the Quran/By/Abul Kalam Ahmad
Azad/Translated from Urdu by/Saiyyad Abdul Latiff/
Hyderabad/Academy of Islamic Studies/1958.

Q7 : 2 : g

43521

117 pages

Dictionary Catalogue (Ala) & (AACR, 1967)

The above document does not contain the text of Koran or its translation. It is the study of Koran and as such it is to be treated as a work of personal authorship vide *Ala* rule no. 29B and *AACR* (1967) rule no. 11A quoted in connection with Bible.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(128)

Q7:2:g J8	Azad	Abul Kalam Ahmad. Basic concepts of the Quran : translated from Urdu by Saiyyad Abdul Latiff Hyderabad : Academy of Islamic Studies, 1958. 117p
43521		

Note—1 An added entry may be prepared under 'Koran' :

2 The **Takhallus** 'Azad' has been used as the Entry Element vide **AACR (1967)** rule no. 54C.

3 A reference is to be prepared under 'Abul Kalam Ahmad Azad'.

Classified Catalogue (Ccc)

The Ccc rule no. MD 53 quoted in connection with Bible is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(129)

Q7:2:g	J8
43521	<p>ABUL KALAM AHMAD, (Azad, <i>Pseud</i>). Basic concepts of the Quran. Tr. from Urdu by Saiyyad Abdul Latiff.</p>

Note—1 The Takhallus 'Azad' has been added to the name as prescribed in Ccc rule no. HF 7 and MD 422.

2 A reference is to be prepared under the Takhallus 'Azad'.

PART TWO : SIMPLE BOOK
SECTION A : MAIN ENTRY
SUB-SECTION A : HEADING SECTION

14

Laws, Acts & Constitutions

1 LAWS AND ACTS

66 Title page

Acts of Parliament, 1958/with a Table Showing the Effect of Legislation and an Index/Delhi/Manager of Publication/1959.

394 54 IND

25479

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 84—Enter laws, decrees and other acts having the force of law under the country, state, or other jurisdiction with the form subheading LAWS, STATUTES, ETC.

AACR (1967) rule no. 20A. LAWS GOVERNING ONE JURISDICTION—Enter legislative enactments and the decrees etc. of the chief executive or ruling executive body issued in lieu of legislative enactments under a heading consisting of the name of the jurisdiction governed by the law followed by one of the subheadings indicated below. Make added entries under the names of persons and corporate bodies, exclusive of legislative bodies responsible for compiling or issuing the laws. If the jurisdiction is a

country, state, city-state, province, or equivalent jurisdiction, use the subheading *Laws, statutes, etc.* If it is a local jurisdiction (e.g. a county or a municipal jurisdiction), use the subheading *Ordinances, local laws, etc.*, except that in the case of local jurisdictions within the British Commonwealth the subheading *Laws, by-laws, etc.* is used instead.

India. *Laws, statutes, etc.*

India. *Laws, statutes, etc.*, 1947-1957.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(130)

390.54 IND	India. <i>Laws, statutes, etc.</i>
	Acts of Parliament, 1958 with a table showing the effect of legislation and an index. Delhi : Manager of Publication, 1959. 583p.
25479	

Classified Catalogue (Ccc)

Dr. Ranganathan would prefer entry under INDIA in such cases vide Ccc rule no. GC41 treating it as a document of corporate authorship. To him treatment accorded by Ala and AACR (1967) is the violation of Canon of Purity as 'India. *Laws, Statutes, etc.*' is not the author but the subject of the book. Hence sometime Main entry is the author entry and sometime it is subject entry.

Main entry in Classified Catalogue (Ccc)

(131)

394.5 4	IND
INDIA.	
Acts of Parliament, 1958 with a table showing the effect of legislation and an index.	
25479	

67 Title page

All India Full Bench Digest : /Civil-Criminal-
Revenue/1955—1957/By/B R. Verma/Lucknow/Eastern
Book Co /1958.

Z44y8 J8 17925

496 pages

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 84C—Enter annotated editions or compilations of acts under the annotator, publisher, or title, only when the text of the acts is obviously subordinated to the annotations, following the same principle as for entering other commentaries.

Ala rule no. 84D—When the original text of the laws digested or annotated is quoted in part, or in a fragmentary manner, or when the contribution of the digester or annotator forms the main feature of the book, enter under the digester with added entry under the name of the country.

In doubtful cases prefer entry under country with added entry under digester or annotator.

Main entry in Dictionary Catalogue (Ala)

(132)

Z44y8
J8

Verm a, B P

reven All India full bench digest : Civil-criminal-
ue, 1955—1957. Lucknow : Eastern, 1958.
496 p.

17925

Note—An added entry may be prepared under 'India. Laws, Statutes, etc.'

Important—According to AACR (1967) rule no. 20A quoted above, the heading of the Main entry will be 'India. Laws, statutes, etc.' and an added entry may be prepared under the editor.

Classified Catalogue (Ccc)

Ccc rule no. GC42—An edition of an act, brought out by a private author with introduction, notes, commentaries, cases, laws, and over all observations, should be treated as provided in Sec GB6.

Ccc Sec GB6—The author of dependent work should be taken as the Author...

1 Commentary (of greater importance than the basic work)...

Main entry in Classified Catalogue (Ccc)

(133)

Z44y8 J8

VERMA (B P) () .
All India full bench digest : Civil-criminal-
revenue, 1955—1957.

17925

68 Title page

The Code of Civil Procedure/Act V of 1908/as amended up-to-date with state amendments and rules and other acts/By/Dr. Kailash Nath Katju M A , LL D./and S.C. Das M.A. LL.B./Fourth Edition/1952/Revised, improved and enlarged by/an Editorial Board/Rs. 27/8/- Law Book Co./Patel Marg/ Allahabad.

Z2,7,11 J2

15783

pages—1490

Dictionary Catalogue (Ala) & (AACR, '1967)

The above document is a case of annotated laws and hence to be entered under the annotators vide Ala rule no. 84 C.

Main entry in Dictionary Catalogue (Ala)

(134)

Z2,7,11 J2		Katju, Kailash Nath,
15783		The code of civil procedure act V of 1908 as amended up-to-date with up-to-date state amendments and rules and other acts, by Kailash Nath Katju and S.O. Das. 4th ed. Allahabad : Law Book, 1952. 1490 p.

Note—An added entry may be prepared under 'India. Laws, Statutes, etc.'

Important—According to AACR (1967) rule no 20A quoted above, the heading of Main entry will be 'India. Laws, statues, etc.' and added entries may be prepared under editors.

Classified Catalogue (Ccc)

The Ccc rule no. GC 42 and GB6 quoted above are applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(135)

	Z2,7,11 J2	
(S C)	KATJU (Kailash Nath) () and DAS () ().	
	Code of Civil procedure act V of 1908 as amended up-to-date with up-to-date state amendments and rules and other acts. Ed. 4.	
15783		

69 Title page

Historical Introduction/to the/Study of Roman Law/By H.F. Jolowicz/Cambridge/at the University Press.

Z (Q62)v J4 Second Edition 55972

pages 596

This document does not contain laws, acts etc. of a particular country. It is actually the study of the Roman Law and to be treated as a work of personal authorship according to both the codes.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(136)

Z(Q82)v J4	Jolowicz, H F	Historical introduction to the study of Roman law. 2nd. ed. Cambridge: at the University Press, 1954. 569 p.
55972		

Main entry in Classified Catalogue (Ccc)
(137)

Z(Q82)v J4	JOLOWICZ (H F) (). Historical introduction to the study of Roman law. Ed 2.
55972	

2 CONSTITUTIONS

70 Title page

The Constitution of India/as Modified upto the 1st Dec. 1957/Ministry of Law/New Delhi/1959.

V44 :2.N57

J9

27596

pages 218

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 85—*Enter constitutions and official drafts of proposed constitutions, under the name of the country or state with the form sub-heading CONSTITUTION. Refer from country with subheading in the vernacular.*

AACR (1967) rule no. 22A 1—*Enter a constitution or charter of a political jurisdiction under that jurisdiction followed by the subheading Constitution or Charter, as appropriate. Refer from the name of the jurisdiction followed by the vernacular title of the document as a sub-heading and from the jurisdiction followed by the vernacular title of the document as a title. Make a 'see also' or explanatory reference from the name of the jurisdiction followed by whichever of the following subheadings is appropriate : Laws, statutes etc. ; Ordinances, local laws, etc. ; or Laws, by-laws, etc.*

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(138)

V44:2.N57 J9	India.	<i>Constitution.</i>
	the Law,	The constitution of India, as modified upto 1st December 1957. New Delhi : Ministry of Law, 1959. 218 p.
27596		

Classified Catalogue (Ccc)

According to Ccc rules it is to be treated as a work of corporate authorship and Ccc Sec GC41 quoted above may be consulted. The author in such cases is the government as a whole.

Main entry in Classified Catalogue (Ccc)

(139)

V44:2.N57 J9

INDIA.

1967. Constitution as modified upto the 1st Dec

27598

Note—1 The words 'of India' have been excluded from the title vide Ccc rule no. ME 31.

2 In the opinion of Dr. Ranganathan 'India. Constitution' is not the author but the subject of the book. The author is 'Government of India' only. Hence it is the case of the violation of the Canon of Purity by Ala and AACR (1967) as generally Main entry is the author entry but in this case it becomes subject entry.

71 Title page

The Shorter Constitution of India/By/Durga Das Basu/Second Edition/S.C. Sarker & Sons/Calcutta/1959.

V44 : 2.N5

J9

74321

pages 680

The above-mentioned document does not contain the text of the constitution of India but it is the study of the Indian constitution and hence should be treated as a work of personal authorship according to all the codes.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(140)

V44:2.N5 J9		Basu, Durga Das
74321	Calcutta	The Shorter constitution of India. 2nd ed. S.O. Sarkar, 1959. 680 p.

Main entry in Classified Catalogue (Ccc)
(141)

		V44:2.N5 J9
74321		BASU (Durga Das) (). Shorter constitution of India. Ed 2.

**Collected Works & Name of the Original
Author Merged in the Title**

72 Title page

**The Complete Plays/of/Bernard Shaw/Odhams Press
Ltd./London/**

822. 91081 SHA 18172

It is a very simple case. The name of the author has been merged in the title of the document.

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 2 and AACR (1967) rule no. 1 quoted in connection with single personal author are applicable for the choice of heading. In addition to AACR (1967) rule no. 1, the following rules are also helpful in rendering titles of such works.

AACR (1967) rule no. 107A—*Use the conventional collective title "Works" for editions of the complete works of an author, including those that purport to be complete or that are complete at the time of publication.*

AACR (1967) rule no. 107B—*If the collective title "Works" has been established use the collective title "Selected works" for partial collections of the author's*

works in various literary forms or for partial collections of his works in a single form if he has written in only one form.

AACR (1967) rule on. 107C—*If the collective title "Works" has been established use the collective title "Selections" for publications consisting of parts of various works, extracts, quotations, etc.*

AACR (1967) rule on. 107D—*If there are also complete editions, or editions purporting to be complete, of the author's works in a single literary form, use an appropriate collective title for collections of three or more of his works limited to that form. Categories commonly encountered are :*

Correspondence	Prose works
Essays	Sonnets
Plays	Speeches
Poems	

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(142)

822.91081 SHA	Shaw, George Bernard	
	Shaw	[Plays] The complete plays of George Bernard . London : Odhams, [n. d.]
		18172

Note—*The uniform title [Plays] has been supplied by the cataloguer vide AACR (1967) rule no. 107D quoted above and*

prefixed to the title proper vide AACR rule no. 133A1 so that all the editions with different titles will be grouped together at one place in the catalogue.

Classified Catalogue (Ccc)

Ccc rule no. MD1 quoted in connection with Single Personal Author is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(143)

	822.91081	SHA
	SHAW (George Bernard) (), Complete plays.	
18172		

Note—The name of the author need not be repeated in the title section vide Ccc rule no. ME31.

73 Title page

An autobiography/of/Mark Twain/1960/Chatto & Windus.

O111,3M35w1 K0 14085

(c) Samuel Langhorne Clemens

The above-mentioned pseudonymous work is also a case where the name of the author has been merged in the title of the document.

Dictionary Catalogue (Ala) & (AACR, 1967)

The Ala rule no. 30A and AACR (1967) rule nos. 42A and 42B quoted in connection with pseudonymous heading are applicable for the choice of Heading.

Main entry in Dictionary Catalogue (Ala)

(144)

O111.3M 35w1 K0	Clemens, Samuel Langhorne, 1835—1910. An autobiography of Mark Twain [pseud]. London : Obatto & Windus, 1960.
14085	

Note 1 The collation etc. may be given as usual.

2 A reference is to be prepared under the pseudonym.

Important—According to AACR (1967) rule nos. 42A and 42B, the heading will be 'Twain, Mark' and a reference is to be prepared under the real name.

Classified Catalogue (Ccc)

The Ccc rule no. MD 42 quoted in connection with Pseudonymous Heading is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(145)

O111.3M35v1 K0	
horne	TWAIN (Mark), <i>Pseud</i> , (i.e. Samuel Lang- Clemens). Autobiography.
14085	

Note—The initial article 'An' has been omitted *vide* Ccc rule no. JF3 and the name of the author has not been repeated *vide* Ccc rule no. ME31.

74 Title page

The Best/of/Henry Miller/Edited by/Lawrence Durrell/
Heinemann/London/First Pub. 1960/Reprinted 1961/

Pages 397

16489

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 2 and AACR (1967) rule no. 1 quoted in connection with Single Personal author are applicable for the choice of Heading.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(146)

	Miller, Henry
--	---------------

	[Selected works] The best of Henry Miller ; edit ed by Lawrence Durrell London : Heinemann, 1961 . 397 p.
--	--------------------------------------------------------------------------------------------------------------------

16489

Note—1 The uniform title [Selected works] has been supplied by the cataloguer vide AACR (1967) rule no. 107B quoted above and prefixed to the title proper vide AACR (1967) rule no. 133A1.

2 An added entry may be prepared under the editor.

3 The call no., imprint, collation and accession no. etc. may be given as usual.

Main entry in Classified Catalogue (Ccc)

(147)

	MILLER (Henry) (). Best [works]. Ed by Lawrence Durrell.
--	-------------------------------------------------------------------

16489

Notes 1 The call number, accession no. etc. may be given as usual.

2 The word [Works] has been supplied by the cataloguer to make the title intelligible vide Ccc rule no. 3F7.

3 An added entry is to be prepared under the editor.

75 Title page

Whitehead's/American Essays/in Social Philosophy/
Edited/With an Introduction/by/A.H. Johnson/1959.

Y : 1 J9

23478

Dictionary Catalogue (Ala) & (AACR, 1967)

Ala rule no. 2 and AACR (1967) rule no. 1 quoted above in connection with Single Personal Author are applicable for the choice of Heading.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(148)

Y : 1
J9

Whitehead

[Essays] Whitehead's American essays in
social philosophy ; edited with an introd. by A.H.
Johnson.

23478

Notes—1 The Uniform title [Essays] has been supplied by the cataloguer vide AACR rule no. 107D quoted above and prefixed to the title proper vide AACR rule no. 133A1.

2 An added entry may be prepared under the editor.

3 The imprint, collation etc. may be given as usual.

Classified Catalogue (Ccc)

Ccc rule no. MD1 quoted in connection with Single Personal Author is applicable for the choice of Heading.

Main entry in Classified Catalogue (Ccc)

(149)

	Y:1	J9
AH	WHITEHEAD () (). American essays in social philosophy. Ed by Johnson.	
23478		

Note—1 The name of the author has been taken out from the title of the document and has not been repeated in the title section vide Ccc rule no. ME31.

2 An added entry is to be prepared under the editor.

76 Title page

Green's/Manual of Pathology/Fourteenth Edition/
Completely Revised and Enlarged by/A. Pinney, M.D.,
M.R. C.P./Research Pathologist, Cancer Hospital, Lon-
don/1928/Bailliere Tindall & Cox/London.

L : 4 : 4

F8

34728

Note—The preface to the 14th Edition mentions the death of Dr. Thomas Henry Green.

Dictionary Catalogue (Ala) & (AACR, 1967)

The rules given below are applicable for the choice of Heading

Ala rule no. 20—*Enter a revision under the name of the original author with added entry for the reviser.*

The rule applies as long as the work remains substantially that of the original author especially if it purports to be an edition of his work. If, however, the revision is substantially a new work, enter it under the reviser with added entry for the author and title of the original work.

AACR (1967) rule no. 14A—*In general, enter an edition that has been revised, enlarged, abridged, condensed, etc., by another person, under the original author, with an added entry under the other person.*

AACR (1967) rule no. 14B—*If the new edition clearly indicates that the work is no longer that of the original author, however, enter it under the new author. Make an author title added entry under, or an explanatory reference from, the heading for the earlier work.*

Main entry in Dictionary Catalogue (Ala) and (AACR, 1967)
(150)

L:4:4 F8	Green, Thomas Henry	Green's manual of pathology. 14th ed ; completely rev. and enlarged by A. Pinney. London : Baillière Tindall & Cox, 1928.
34728		

Note—1 *The collation etc. may be given as usual.*

2 *An added entry may be prepared under the reviser.*

Classified Catalogue (Ccc)

The Ccc rule no. GE5 which is given below in particular

and Chapter GE in general may be referred for the choice of Heading—

Ccc rule no. GE5— *The safest course to determine the choice of the heading is to rely on the Canon of Ascertainability that is, by what is indicated in the title-page, rather than sit in judgment over what is given in the title-page.*

Main entry in Classified Catalogue (Ccc)

(151)

L:4:4	F8	PINNEY (A) (), Rev. Green's manual of pathology. Ed 14.
34728		

Note— *An added entry is to be prepared under the title vide Ccc rule no. MK122.*

77 Title page

Sears List/ of Subject Headings/ Seventh Edition/ By/ Bertha Margaret Frick/ Associate Professor/ School of Library Science, Columbia University/ with Practical Suggestions for the Beginner/ in Subject Heading Work/ by Minnie Earl Sears/ New York/ The H. W. Wilson Co./ 1950.

Dictionary Catalogue (Ala) and (AACR, 1967)

The Ala rule no. 20 and AACR (1967) rule no. 14A, quoted above are applicable for the choice of heading.

Main entry in Dictionary Catalogue (Ala) and (AACR, 1967)

(152)

025.33 SEA	Sears, Minnie Earl
Suggest work York	Sears list of subject headings with practical suggestions for the beginner in subject heading work 7th ed. by Bertha Margaret Frick. New York : H.W. Wilson, 1950.
49732	

Note—1 An added entry may be prepared under the reviser.

2 The collation etc. may be given as usual.

Classified Catalogue (Ccc)

Ccc rule no. GE5 quoted above is applicable for the choice of Heading—

Main entry in Classified Catalogue (Ccc)

(153)

	025.33 SEA
suggestive work.	FRICK (Bertha Margaret) (). Sears list of subject headings with practical suggestions for the beginner in subject heading Ed 7.
49732	

Note—An added entry is to be prepared under the title *vide* Ccc rule no. MK122.

PART TWO : SIMPLE BOOK
SECTION A : MAIN ENTRY
SUB-SECTION A : HEADING SECTION

16

Works of Mixed Authorship

The following list may be helpful in determining the choice of Heading according to *AACR, 1967* and *Ccc* in case of conflict for the following special types of documents :

S. No. Type of document		<i>AACR, 1967</i>	<i>Ccc</i>
1	2	3	4
1	Abridgment, or outline.	Under the original author.	Under the author of the original work.
2	Adaptation, epitome, paraphrase and free translation or other re-writing.	Under the person who did the adapting or rewriting.	Under the author of the original work.
3	Anna, Table-talk	Under the reporter if he is a participant.	Under the talker.

1	2	3	4
4 Atlases, Maps.	Non-subject maps and atlases, etc. under the person or body that is explicitly indicated as primarily responsible for its geographic content.	Under the cartographer.	
5 Collected letters by various writers.	Under the person who compiles.	Under the compiler (to be treated as a composite work).	
6 Collected letters of one person.	Under the other person if interwoven with biography and critical material otherwise under the author of letters.	Under the writer.	
7 Commentary : both text and commentary (Text emphasised).	Under the author of the text.	Under the author of the text.	
8 Commentary : text obviously subordinated (Commentary emphasised).	Under the commentator.	Under the commentator.	
9 Concordance.	Under its own author and/or title (not the author of original work).	Under the author of the dependent work.	
10 Continuation or supplement.			
(i) if independent work.	Under its own author.	Under the author of the dependent work.	
(ii) Works with dependent titles.	Under the same author and/or title as the work to which it is related.	Under the author of the dependent work.	

1	2	3	4
11 Correspondence and letters between two persons.	Under principal author.	Should be treated as a work of two joint authors.	
12 Correspondence of one person with several persons.	(i) If not more than three under the principal author if indicated otherwise under the one that is named first. (ii) If more than three and no one is indicated as principal author under its editor, if any, otherwise under title.	Under the one person.	
13 Debate, dialogue, conversation.	As quoted above in 11 and 12 whichever is applicable.	Under participants on the analogy of joint personal authors.	
14 Dramatization.	Under the rewriter.	Under the author of the dependent work.	
15 Index : separately published index to a single work.			
(i) Works with dependent title.	Under the same author and/or title as the work to which it is related.	Under the author of the dependent work.	
(ii) If independent work.	Under its own author.	Under the author of the dependent work.	
16 Index : separately published index to the collective works of an author.	Under its own author or compiler.	Under the author of the dependent work.	

1	2	3	4
17 Interviews.	Under the reporter if he is participant or if the report is in his own words otherwise under principal participant.	Under the person(s) interviewed on the analogy of the joint personal authors.	
18 Libretto.	Under the composer and/or title.	Under the author of the dependent work.	
19 Musical works or the collected works of one composer.	Under the composer who is treated to be the author of the work.	Under the author of the dependent work.	
20 Novelization.	Under the rewriter.	Under the author of the dependent work.	
21 Parodies and imitations.	Under the rewriter.	Under the author of the dependent work.	
22 Revisions.	Under the original author.	Under the author of the dependent work.	
23 Sequels.			
(i) Works with dependent title.	Under the same author and/or title as the work to which it is related.	Under the author of the dependent work.	
(ii) If independent work.	Under its own author.	—do—	

Note—For the detailed study see the respective rules of AACR, 1967 and Chapter GB of Ccc.

Title Section of the Main Entry

(THIRD SECTION)

Dictionary Catalogue

There are two main parts of the title section of the Main entry :

- 1 Title.
- 2 Imprint.

1 TITLE

There are four constituent parts of the title :

- (a) The title proper of the document.
- (b) Information regarding authors.
- (c) Information regarding edition.
- (d) Information regarding collaborators.

The first part is the essential part. The second, third and fourth parts are optional.

Punctuation marks—Author statement should be preceded by a comma (,) and the word 'by' ; information regarding collaborators should be preceded by a semicolon (;) and the words denoting the sphere of work of collabo-

rator(s) as given in the title page, and information regarding edition should be preceded by a full stop (.).

(a) The title proper of the document : The title of a document may have two parts :

- 1 Main title or Short title
- 2 Sub-title or Explanatory title

Generally colon (:) is to be used as a punctuation mark between these two parts. Sometimes a comma (,) is to be used.

Examples :

- 1 Simple library cataloguing.
- 2 Coffee in India, 1957-58.
- 3 Cataloguing : its theory and practice.
- 4 Classified catalogue code with additional rules for the dictionary catalogue code.
- 5 The Printing press in India : its beginning and early development, being a quarter century commemorative study of the advent of printing in India (in 1956).

Long titles may be abridged without loss of essential information and additions to the title may be made, if necessary enclosed in square brackets.

Alternative title is to be transcribed and may be connected by the word 'or'.

Examples :

Bhagwad Gita or Song of God.

Meghadutta or Cloud messenger.

(b) Information regarding authors : The author statement must be included in the Title Section of the Main

Entry (i) if there is a difference in the form of the name as given in the book and used as Heading, (ii) if the name of the author is merged with its title, and (iii) if the relationship to the work of the person or body given in the heading section of the main or added entry cannot be shown otherwise.

In case of joint authors or collaborators etc., up to three names may be mentioned in the title section. If more than three, only the first mentioned name is to be given followed by the words 'and others' enclosed in square brackets.

(c) **Information regarding Edition :** Edition statement is always to be recorded in the Title Section of the Main Entry as illustrated below. The information regarding impressions and reprints need not be recorded.

Examples :

2nd ed. ; 4th ed. ; 7th ed. rev. and enl. ; Concordance ed. ; Special ed. ; New ed.

(d) **Information regarding Collaborators :** The names of Collaborators must be included in the Title Section of the Main Entry with their roles as indicated in the title page of the book. This information may precede the Edition Statement if the Collaborators are connected with the work and not with the particular edition otherwise it may follow the Edition statement.

2 IMPRINT

Imprint denotes (i) Place of publication, (ii) Name of publisher, and (iii) year of publication. Place of publication is to be preceded by a full stop (.), name of publisher is to be preceded by a colon (:), and the year of publication is to be preceded by a comma (,) and followed by a full stop (.).

Examples :

New Delhi : Lakshmi, 1969.

London : The Library Association, 1967.

London : Grafton, 1955.

Delhi : Rajkamal, 1965.

Place of publication and year of publication : In case of publication issued by several publishers or by one publisher having offices at several places, usually the first mentioned name of publisher and place is to be given in the catalogue entry. The publisher's name is to be given in the briefest form.

Examples :

Lakshmi Book Stores *as* Lakshmi.

Asia Publishing House *as* Asia.

Atma Ram & Sons *as* Atma Ram.

S. Chand & Co. *as* S. Chand.

World Book Ltd. *as* World.

McGraw-Hill Book Co. *as* McGraw-Hill.

Supreme Incorporation Ltd. *as* Supreme.

Year of publication : Generally the date of edition is to be given. The date of imprint or copyright date may also be added if difference is important. The date of reprint may be given if the edition date is not traceable by adding the word 'reprint' in circular brackets.

Examples :

1950 (1959 reprint).

1970 (reprint).

If the above dates are not traceable and the copyright date is known, it may be recorded. If copyright date is also not known the date given on Cover or Introduction or Preface may be recorded as illustrated below :

Examples :

[copyright 1957].

[cover. 1959].

[introd. 1875].

[pref. 1927].

In case of undated publications, an approximate year may be given as illustrated below :

Examples :

[1857 ?]. (means uncertain).

[18—]. (means decade not known).

[187—]. (means year not known).

[1855 or 6].

[ca 1973]. (means approximate date).

[between 1909 and 1916].

[18—?]. (means century uncertain).

[187—?]. (means decade uncertain).

If even an approximate date cannot be ascertained, the symbol 'n.d.' or 'no date' may be given enclosed in square brackets.

Classified Catalogue (Ccc)

There are three constituent parts of the title section of the Main entry :

- 1 The title ;
- 2 The information regarding the edition ; and
- 3 The information regarding collaborators.

The first part is an essential part. Second and third parts are optional parts. There should be a full stop (.) after every part.

1 The Title : The title is to be transcribed from the title page of the document omitting an initial article and

honorific words. The Title may be abridged without loss of essential information. The omitted portion may be represented by three dots (...) in the middle and by the word 'etc' at the end.

The alternative titles are to be recorded in the title section connecting them by the word 'or' or in any other appropriate manner. Examples have already been given.

The title or the words may be supplied by the cataloguer enclosed in square brackets if necessary to make the title intelligible.

The title of a document may have two parts :

- 1 Main title or short title. .
- 2 Sub-title or Explanatory title.

Generally colon (:) is to be used as a punctuation mark between these two parts. Examples have already been given above.

2 Information regarding the Edition : Edition number or name is always to be recorded in the catalogue entry. Information regarding first edition need not be recorded.

Examples :

Ed 3., Special ed. ; New ed.

3 Information regarding Collaborators : The pure names of Important Collaborators preceded by their roles in brief are to be recorded in the title section in the natural order. The name(s) of collaborators used in the Heading Section need not be repeated in the Title Section.

SINGLE COLLABORATOR

78 Title page

An introduction to the Geometry/of/Complex numbers/By/Rolland Deaux/Translated from the Revised French Edition/by Howard Eves, Ph.D./Frederick Unger Publishing Co./ New York.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(154)

B6 : 2 J6	DEAUX, Rolland	
	An introduction to the geometry of complex numbers ; tr. from the revised French edition by Howard Eves. New York ; Frederick Unger, [n.d.].	
235700		

Note—*The collation etc. may be given as usual.*

Main entry in Classified Catalogue (Ccc)

(155)

B6: 2 J6	DEAUX (Rolland) (). Introduction to the geometry of complex numbers. Tr from the rev French ed by Howard Eves.	
235700		

Note—*In the case of translation the edition or other specification of the original, if any, is to be mentioned vide Ccc rule no. ME 301.*

Two Collaborators of one and the same category

79 Title page

The Redemption of Thinking/A Study in the Philosophy of Thomas Aquinas/By/Rudolf Steiner/Translated and edited with an Introduction and Epilogue by/A.P. Shepherd/and/Mildred Robertson Nicoll/Second Edition/Hodder & Stoughton/1956/London /

S : 44

J6

13955

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(156)

S : 44

J6

Steiner, Rudolf

The redemption of thinking : a study in the philosophy of Thomas Aquinas ; tr. and ed. with an introd. and epilogue by A.P. Shepherd and Mildred Robertson Nicoll. 2nd ed. London : Hodder & Stoughton, 1956.

13955

Note—The collation etc. may be given as usual.

Main entry in Classified Catalogue (Ccc)

(157)

S : 44

J6

STEINER (Rudolf) ().
Redemption of thinking : a study in the philosophy of Thomas Aquinas. Ed 2. Tr and ed by A P Shepherd and Mildred Robertson Nicoll.

13955

Three collaborators of one and the same category

80 Title page

The Homeric Hymns/Edited by T W. Allen/W.R. Halliday and/E.E. Sikes/Second Edition/Oxford/at the Clarendon Press/1926

pages 588

54379

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(158)

	Homerus	
54379		The Homeric hymns : ed. by T W. Allen, W.R Halliday and E.E Sikes. 2nd ed. Oxford : at the Clarendon Press, 1926. 588p.

Note—1 The Call no. etc. may be given as usual

2 The name of the author is merged in the title of the document which has been used as Heading.

Main entry in Classified Catalogue (Ccc)

(159)

		HOMERUS (). Hymns. Ed 2. Ed by TW Allen etc.
54379		

Note—1 The Call no. etc. may be given as usual.

2 The name of the author is merged in the title of the document which has been segregated and should not be repeated in the Title section vide Ccc Sec no. MB 31.

3 The name of the first collaborator has been given in the title section followed by the word 'etc' vide Ccc rule no. MB 33.

More than three Collaborators of one and the same category

Dictionary Catalogue

In case of more than three collaborators, the name of the first-mentioned collaborator only is to be given in the Title Section and should be followed by the words 'and others' on the analogy of 'More than three Joint Authors' as given in Chapter 7.

Classified Catalogue

In case of more than two Collaborators, the name of the first-mentioned Collaborator only is to be given in the title section followed by the word 'etc'. vide *Ccc* rule no. ME 33.

Two collaborators of different categories

81 Title page

Mahatma Gandhi/the man who became one with the universal being/by/Romain Rolland/Translated by/ Catherine D Growth with an introduction and notes by/ N.N. Chatterji, M.A. (Cal.), B A (Oxon), P R S., Head of the Department of English/Agra College, Agra/ Shivalal Agrawal and Co. Ltd./Publishers, Agra/

wM69

I 8

11234

183 pages with illus. Size 18 cm.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(160)

wM69 I8		Rolland, Romain
11234		Mahatma Gandhi ; the man who became one with the universal being ; tr. by Catherine D. Growth, with an introduction and notes by N.N. Chatterji. Agra : Shivalal Agrawal, [n. d.]. 183p. illus. 18 cm.

Main entry in Classified Catalogue (Ccc)

(161)

	wM69	18
		ROLLAND (Romain) ().
	unive	Gandhi : the man who became one with the
	N N	rsal being. Tr by Catherine D Growth, ed by
		Chatterji.
	11234	

Note—The word 'Mahatma' has been excluded from the title of the book being an initial honorific word vide Ccc rule no. J F 3.

More than one Author and Collaborators

82 Title page

The New West Africa/Problems of Independence/By/
F. Le Gros Clark/Henry Collins/. Thomas Hodgkin/
Aman Ke Okafor/Edited by/Basil Davidson/and/
Adenekan Ademola/Introd by/Ritchie Calder/George
Allen & Unwin Ltd/Ruskin House/Museum Street,
London/1953.

V65 : 1. N5

J3

69477

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(162)

V65:1.N5		
J3	Clark, F Le Gros	
		The New West Africa : Problems of independence, by F. Le Gros Clark [and others] ; edited by Basil Davidson and Adenekan Ademola, introd. by Ritchie Calder. London : George Allen & Unwin, 1953.
69477		

Note—The Collation etc. may be given as usual.

Main entry in Classified Catalogue (Ccc)

(163)

	V65: 1.N5	J3
Ed by	OLARK (F le Gros) () etc. New West Africa : Problems of independence. Basil Davidson and Adenekan Ademola.	
69477		

PART TWO	: SIMPLE BOOK
SECTION A	: MAIN ENTRY
SUB-SECTION C	: COLLATION SECTION

Collation Section

(Fourth Section in D.C.)

Dictionary Catalogue

Collation is that part of catalogue entry which provides the physical description of the work. Usually the following information is to be given in this section :

- (i) Number of volumes (if the document is multi-volumed one) ;
- (ii) Pagination ;
- (iii) Illustrations ;
- (iv) Size.

Number of volumes is to be given in case of multi-volumed books which is to be discussed in the respective chapter.

Note—The detailed rules regarding pagination are given in AACR, 1967 from p. 170—174.

It is experienced that in modern libraries where the catalogue is either to be typed or handwritten it becomes difficult to follow such detailed rules. Hence it is suggested that the preliminary pages may be ignored and

the last numbered page in the book is to be recorded in the catalogue entry in arabic numerals. If the pages are not numbered, the term '*unpaged*' may be given instead. If the pagination is not continued, the last numbered, page in each continuation may be given after a comma.

The term '*illus.*' may be used to denote tables, charts, plans, photographs, maps, plates, etc. In case of an unillustrated book, the term '*illus.*' need not be given.

The modern practice is to ignore the size of the book because most of the printed documents are in two or three popular sizes. If considered necessary the height of the book may be given in centimetres.

Examples :

296p. illus.

468p. 22 cm.

unpaged, illus.

239, 54, 56 p. illus. 18 cm.

Classified Catalogue (Ccc)

Collation is not to be given according to *Ccc* rules.

PART TWO	: SIMPLE BOOK
SECTION A	: MAIN ENTRY
SUB-SECTION D	: NOTES & CONTENTS SECTION

19

Notes & Contents Section

(Fifth Section in D.C. and Fourth Section in C.C.)

SERIES NOTE

Dictionary Catalogue

In the series note, the title of the series to which the book belongs is to be given. It may include the name of the author(s) of series or editor(s) of series. The information regarding series note may be found in the half title-page, title-page, on the cover of the book, but the information given in the half title-page is generally to be used in the series note.

The series note is to be enclosed in the circular brackets and begins on the fifth space after the collation. If there is not sufficient space in that line, it begins at the first indention on the succeeding line. The first word in the series note is to be capitalized. In case of an article, the article as well as second word are to be capitalized. If series note does not appear in the document being catalogued, it is to be enclosed in square brackets.

After the name of the series, a comma is to be put which is to be followed by the serial number.

Classified Catalogue (Ccc)

There are three constituent parts of the series note :

- (1) The name of the series and a full stop ;
- (2) The name(s) of editor(s) ; if any, preceded by words 'Ed by', and a full stop ;
- (3) The serial number.

The name of a series is to be rendered as a title of a document and an initial article or honorific word is to be excluded. If the name of the publisher or sponsoring body is to be added to satisfy the Canon of Individualisation, it must be prefixed so that the Canon of Prepotence may also be satisfied.

The series note is to be enclosed in the circular brackets. It should be given in the next line after the title section and should commence from the second vertical. The succeeding lines begin from the first vertical.

Examples :

(Vikram University, library science series, 6).

(Vikram University, publication series, 11).

1 SIMPLE SERIES NOTE

83 Title page

Government of Bombay/Education Department/
Educational Survey/of/Bombay State, 1957.

T. 231.N5t4 K0

95431

Pages 57

Half Title page

Bombay Educational Series, 2.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(164)

T.231 N5t4 K0	Bombay. <i>Education Department.</i>
2).	Educational survey of Bombay state, 1957. 57p. 22cm. (Bombay educational series,
95431	

Note—The imprint etc. may be given as usual.

Main entry in Classified Catalogue (Ccc)

(165)

T.231 N5t4 K0	BOMBAY, EDUCATION (Department). Educational survey of Bombay state, 1957. (Bombay educational series. 2).
95431	

2 SERIES WITH SINGLE EDITOR**84 Title page**

**Techniques of Guidance/By Arthur E. Traxler/
Harper & Bros./New York.**

T:3 J7

14459

263 pages 22 cm.

Half Title page

**Education for living series, 6 under the Editor-
ship of H.H. Remmers.**

**Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(168)**

T : 3 J7	Traxler, Arthur	Techniques of guidance. New York : Harper, 1960. 263p. 22 cm. (Education for living series, 6).
14459		

Note : *The name of editor has not been included in the series note.*

Classified Catalogue (Ccc)

The name of the editor of series is to be given forming the second sentence between the name of the series and serial number.

Main entry in Classified Catalogue (Ccc)

(167)

T : 3 J7

TRAXLER (Arthur E) ().
Techniques of guidance.
(Education for living series. Ed by H H Rem-
mers . 6).

14459

3 SERIES WITH TWO EDITORS

85 Title page

Crop Management/and/Soil Conservation/By/
Joseph F. Cox/and Lyman E. Jackson/Second Edition/
J : 1 H9 12345

Half title page

Wiley Farm Series/Edited by A.K. Getman and E.R.
Eastman, 26.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(168)

J:1
H9

Cox, Joseph F

Crop management and soil conservation, by
Joseph F. Cox and Lyman E Jackson. 2nd ed.
(Wiley farm series, 26).

12345

Note : The imprint, collation etc. may be given as usual.

Main entry in Classified Catalogue (Ccc)

(169)

	J : 1	H9
	(Lym	COX (Joseph F) () and JACKSON an E) (). Crop management and soil conservation. Ed 2. (Wiley farm series. Ed by A K Getman and E R Eastman. 26).
	12345	

4 SERIES WITH MORE THAN TWO EDITORS

86 Title page

The Detection and Measurement/of/Infra-red
Radiation/By/R.A. Smith/F.E. Jones/and/R.P. Chasmar/
Oxford/at the Clarendon Press/1957.

C56 J7 pages 379 12458

Monographs on the Physics and Chemistry of Materials,
1/General Editors/Willis Jackson/H. Fröhlich/N.F. Mott/
E.C. Bell.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(170)

C56		
J7	Smith, R A	
		The detection and measurement of infra-red radiation, by R.A. Smith, F.E. Jones and R.P. Chasmar. Oxford : at the Clarendon Press, 1957. 379 p. (Monographs on the physics and chemistry of materials, 1).
12458		

Classified Catalogue (Ccc)

In case of more than two editors of series, the first-
mentioned name only followed by the word "etc" is to be

given forming the second sentence between the name of series and the serial number.

Main entry in Classified Catalogue (Ccc)

(171)

	O56	J7
	radia	SMITH (R A) () etc. Detection and measurement of infra-red tion. (Monographs on the physics and chemistry of materials. Ed by Willis Jackson etc. 1).
	12458	

5 PSEUDO SERIES

87 Title page

The History of Civilization/Ancient India and
Indian Civilization/By/Paul Masson-Oursel/Helena De
Willman-Grabowska/Philippe Stern/London/Routledge
& Kegan Paul Ltd.

Y744 : 1C J1 Rep. 1951 27167

Back of the Title page

Translated from the French by M.R. Dobie.
pages—431 with illus.

Half Title page

The History of Civilization/Edited by C.K. Ogden/
Serial no. 20.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(172)

Y744:10 J1	Masson-Oursel, Paul	
	Paul Masson Oursel [and others]; tr. from the French by M R. Dobie. London : Routledge & Kegan Paul, 1951. 435p. illus. (The History of civilization, 20).	
27167		

Main entry in Classified Catalogue (Ccc)

(173)

Y744 :1C J1	
	MASSON-OURSSEL (Paul) () etc. Ancient India and Indian civilization. Tr from the French by M R Dobie. (History of civilization. Ed by O K Ogden. 20).
27167	

Notes : 1 The last two words of author's name are hyphenated. So it is a case of hyphenated surname.

2. Dr. Ranganathan treats it to be a case of pseudo-series. In his opinion the Laws of Library Science will be better satisfied if each volume is treated as a separate entity, i.e. classified, catalogued and shelved on the basis of its own specific subject. And yet the catalogue should help the readers to collect all the volumes of the set readily and to take all the titles at a glance.

3. In this case the title page of all the volumes of the set, of which the above book is the twentieth contains the generic-title given in the series note.

6 MULTIPLICITY OF SERIES

Dictionary Catalogue (AACR, 1967)

In case of multiplicity of series, the name (s) of second and third series may be given with the serial number (s) putting a semicolon (;) after every series note enclosed in one circular brackets.

Classified Catalogue (Ccc)

Dr. Ranganathan in his Classified catalogue code has recognised three kinds of multiplicity of series :

A Independent Series : If the name of each series is individualising by itself ;

B Interdependent Series : If the name of a series is not individualising and depends on another series for individualisation.

C Alternative name Series : If a series has two or more alternative names.

6 A INDEPENDENT SERIES NOTE

88 Title page

Colon Classification/By/S.R. Ranganathan/Asia Publishing House/Bombay, Calcutta, New Delhi, Madras, London, New York/Sixth Edition/1960.

2 : 51N3 qN60 Reprinted 1961 21032

pages—124, 172, 126

Half Title page

Ranganathan Series in Library Science, 4.

Madras Library Association, Publication Series,

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(174)

2 : 51N3 qN60	Bang	anathan, Shiyali Ramamrita, 1892 Colon classification. 6th ed. Bombay : Asia, 1960. 124, 172, 126p. 22cm. (Ranganathan series in library science, 4 ; Madras Library Asso- ciation, publication series, 26).
21032		

Main entry in Classified Catalogue (Ccc)

(175)

2 : 51	N3 qN60	RANGANATHAN (Shiyali Ramamrita) (1892). Colon classification. Ed 6. (Ranganathan series in library science. 4). (Madras Library Association, publication series. 26).
21032		

Note : 1 The above book belongs to two series and the individualization of the name of each series is independent of the name of each other.

2 In the second series note, the name of the corporate body is prefixed because the name of the series is not individualising.

6B INTERDEPENDENT SERIES

The primary series note must be given first and after it the notes for the dependent series notes are to be given.

89 Title page

Field Guide for Birds/Wild Flowers and Nature Study/By/Leon Augustus Hausman/Grosset & Dunlop/ New York/1948

574.973

HAU

54379

Pages 107 illus

size 22 cm.

Half Title-page

Grosset's Library of Practical Handbooks, 19. Birds and Wild flowers Series, 3

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(176)

574.973 HAU	Hausman, Leon Augustus	
54379		Field guide for birds, wild flowers and nature study. New York : Grosset & Dunlop, 1948. 107p. illus. 22cm. (Grosset's library of practical handbooks, 19 ; Birds and wild flowers series, 3).

Main entry in Classified Catalogue (Ccc)

(177)

574.973 HAU	
	HAUSMAN (Leon Augustus) (). Field guide for birds, wild flowers and nature study. (Grosset's library of practical handbooks. 19 ; birds and wild flowers series. 3).

6C ALTERNATIVE NAME SERIES

If a series has alternative names, the names are to be written one after another connected by the word 'or'.

90 Title page

Abhigyan Shakuntalam/of/Kalidas/with translation into English verse and notes by H.K. Cooper/Chowkhamba Sanskrit Series Office/Varanasi/1962.

O15,1D40,3

K2

34953

pages 249

Half Title-page

Chowkhamba Sanskrit Series or Varanasi Sanskrit Granthamala, 25.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(178)

O15,1D40,3
K2

Kalidas

Abhigyan Shakuntalam ; with translation into English verse and notes by H K. Cooper. Varanasi : Chowkhamba, 1962.
249p. (Chowkhamba Sanskrit series or Varanasi Sanskrit granthamala, 25).

34953

Main entry in Classified Catalogue (Ccc)

(179)

O15,1D40,3 K2

KALIDAS ().

Abhigyan Shakuntalam. Tr by H K Cooper. (Chowkhamba Sanskrit series or Varanasi Sanskrit granthamala. 25).

34953

Dictionary Catalogue

Notes are included in the catalogue entry to provide added information about a publication and to help the readers to identify it. According to AACR, 1967 the notes may be incorporated in the following order : Notes on the title ; notes on the author statement, editor etc. ; notes on the edition, notes on the imprint ; notes on collation ; notes on the series ; relationship to other publications and other bibliographical history ; nature, scope, language or literary form of the work ; contents ; and notes on the library's copies and holdings.

Classified catalogue

Dr. Ranganathan does not agree to give such detailed information in a catalogue entry in the form of notes. He has recognised in his Ccc the following types of notes which are to be incorporated in a catalogue entry in the order given below :

- 1 *Series note ;*
- 2 *Multiple series note ;*
- 3 *Extract note ;*
- 4 *Change of title note ;*
- 5 *Extraction note ; and*
- 6 *Associated book note.*

Note : From the above list the first two viz. (i) *Series note* and (ii) *Multiple series note* have already been discussed above.

EXTRACT NOTE

If a document is extracted from another document, an extract note is to be given.

91 Title page

India in Hleun Tsang's Time/By/P. Thomas/
Ernakulam/Joseph Thomasons & Co./

Note : This document is an extract from 'The Story of Cultural Empire of India.' by P. Thomas, p. 182—196.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(180)

954 01 THO	Thomas, P	India in Hieun Tsang's time. Ernakulam : Joseph Thomasons, [n. d.]. 16p. illus. 22cm.
46279		Extract from Thomas, P. : The story of the cultural empire of India. 2nd ed.

Note : Before giving notes one full line is to be skipped.

Main entry in Classified Catalogue (Ccc)

(181)

954.01	THO	THOMAS (P) (). India in Hien Tsang's time. "Extract from 954.01 THO Thomas (P) (). Story of the cultural empire of India. Ed 2. P182—196"
46279		

Note : 1 The Extract note is to be put within double inverted commas.

2 In the above example it is implied that the library possesses the copy of the original book. If the library does not possess the copy of the original book, the note will be given without the call number as given below :

"Extract from Thomas (P) (). Story of the cultural empire of India. P 182-196".

EXTRACT FROM A PERIODICAL PUBLICATION

92 Title page

**Ceylon and the Sino Indian Border Conflict/By/
Mrs. Urmila Phadnis.**

46934

Note ; This document is an extract from a periodical publication viz. Asian Survey, vol. III, 1963.

Main entry in Dictionary Catalogue (Ala) and (AACR, 1967)

(182)

	Phadnis, Urmila
	Ceylon and the Sino-Indian border conflict. 11p.
	Originally published in 'Asian Survey', V.3 ; 1963.
46934	

Note—The call no., imprint etc. may be given as usual.

Main entry in Classified Catalogue (Ccc)

(183)

	PHADNIS (Urmila) (). Ceylon and the Sino-Indian border conflict. "Extract from Asian Survey. V3 ; 1963"
46934	

CHANGE OF TITLE NOTE

93 Title page

The Quintessence of Islam/Second Edition/of/ The
Spirit of Islam/By/Asfaque Hussain/

Q7

K0

65897

Main entry in Dictionary Catalogue (Ala) and (AACR,
1967)

(184)

Q7 K0	Asfaque Hussain	Quintessence of Islam 2nd ed.
	Islam.	First published under title : The spirit of
65897		

Note : 1 The imprint, collation etc. may be given as usual.

2 When the second edition of the book will be received in the library, the information 'Later published under title : The quintessence of Islam' will be added in the Main entry of the copy of the first edition of the book as shown below :

Main entry in Dictionary Catalogue (Ala) and (AACR, 1967)

(185)

Q7 J6	Asfaque Hussain	The spirit of Islam.
	of Isl	Later published under title : The quintessence of Islam.
45728		

Note : The phrases like 'Published previously in Sydney in 1954 under title : ; 'Later published in Japan under title : ' may be used as the case may be.

Main entry in Classified Catalogue (Ccc)

(186)

Q7	K0
65897	ASFAQUE HUSSAIN () . Quintessence of Islam. Ed 2. <i>"Published previously as Spirit of Islam".</i>

Note : When the second edition of the book will be received in the library, the information 'Published later as *Quintessence of Islam*' will be added in the Main entry of the copy of the first edition of the book as shown below :

Main entry in Classified Catalogue (Ccc)

(187)

Q7	J6
45728	ASFAQUE HUSSAIN () . Spirit of Islam. <i>"Published later as Quintessence of Islam".</i>

Note : The phrases like 'Published previously in Sydney as' or 'Published later in Japan as' may be used as the case may be.

EXTRACTION NOTE

94 Title page

The Story of the Cultural Empire of India/A
 Survey of the Development of Indian Culture and its
 Expansion Abroad/By/P. Thomas/First Indian Edition/
 Ernakulam/Joseph Thomasons & Co/7, Anand Bazar/

954. 01 THO

13740

pages 337 with maps

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(188)

954.01 THO	Thomas, P.	The story of the cultural empire of India : a survey of the development of Indian culture and its expansion abroad. Ernakulam, Joseph Thomas, [n. d.] 337p. illus.
13740	by P. Thomas.	For extract see 'India in Hieun Tsang's time,

Note : This extraction note may be added when the document whose title page is numbered as 91 will be received in the library.

Main entry in Classified Catalogue (Ccc)

(189)

954.01	THO	THOMAS (P) ().
		Story of the cultural empire of India : a survey of the development of Indian culture and its expansion abroad.
		"For extract see 954 01 THO Thomas (P) (). India in Hieun Tsang's time."
13740		

Note : This extraction note may be added when the document whose title page is numbered as 91 will be received in the library.

The use of Extract & Extraction note

These notes satisfy the Second and Third Laws of Library Science. Suppose the document 'India in Hieun Tsang's time' is out from the library or misplaced, the readers demand may be satisfied by the 'Story of the cultural empire of India' from which it is an extract. In the similar way a reader requiring 'Story of the cultural

empire of India' may be helped by providing 'India in Hieun Tsang's time' in the absence of the original document and there is a possibility that his demand may be satisfied.

ASSOCIATED BOOK NOTE

95 Title page

Elementary Practical Physics/By Newton Henry Black/and/Harvey Nathaniel Davis/

C

N38

29865

96 Title page

Laboratory Experiments/in/Elementary Physics/to accompany Black and Davis's Elementary Practical Physics/By/Newton Henry Black.

C : f3

N38

29866

Note : The above two books are associated to one another and this fact may be indicated in their respective Main entries.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(190)

O		
N 38	Black, Newton Henry, 1874	
	Elementary practical physics, by Newton Henry Black and Harvey Nathaniel Davis.	
	For an associated book on experiment see Black, Newton Henry, 1874 : Laboratory experiments in elementary physics.	
29865		

Note—The imprint, collation etc. may be given as usual.

Main entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(191)

C : f3 N 38	Black, Newton Henry, 1874
	Laboratory experiments in elementary physics : to accompany Black and Davis's Elementary physics.
29866	For an attached book on theory see Black, Newton Henry, 1874 : Elementary practical physics.

Note : The imprint, collation etc. may be given as usual.

Main entry in Classified Catalogue (Ccc)

(192)

O	N38
DAV	BLACK (Newton Henry) (1874) and IS (Harvey Nathaniel) (1881) Elementary practical physics. "For an associated book on experiment see O : f3 N38."
29865	

Main entry in Classified Catalogue (Ccc)

(193)

C : f3	N38
physi ment	BLACK (Newton Henry) (1874). Laboratory experiments in elementary physics : To accompany Black and Davis's Elementary practical physics. "For an attached book on theory see O N38."
29866	

An appropriate phrase indicating the nature of association such as

"For an associated book of maps"

"For an abridgment"

"For a merger book"

"For merged books"

and other appropriate phrases may be used as the case may be.

Other examples of notes in Dictionary Catalogue :

- 1 Bibliography : p. 333—336.
- 2 Includes bibliographies etc.
- 3 Part of illustrative matter in pocket.
- 4 Bibliographical references included in 'Notes' (p. 561—631)

CONTENTS

Note : Dr. Ranganathan is not in favour of giving contents in the Main Entry. In Dictionary catalogue, however, Contents are usually given in case of multivolumed books and composite books which is discussed in the respective chapters of this book.

PART TWO : SIMPLE	BOOK
SECTION A : MAIN	ENTRY
SUB-SECTION E & F : ACCESSION NO. & TRACING	

20

Accession Number Section & Tracing Section

ACCESSION NUMBER SECTION

Dictionary Catalogue

Accession number of the book is to be given as a sixth section in the margin commencing from the second space from left edge of the card on the line above the hole.

Classified Catalogue

Accession number of the book is to be given as a fifth section on the last line commencing from the first vertical.

TRACING SECTION

Note : Tracing section is discussed elsewhere in this book after discussing all the Added Entries.

Subject Entries & Class Index Entries

Subject approach is the most fundamental approach of the readers. Subject cataloguing has also been called as the most intelligent part of the cataloguing. Now-a-days most of the readers want to get the information on the total holdings of the library on the subjects of their interests. Cutter was the first man to recognise this fact and included first time rules for the choice of subject headings in his *Rdc*. According to him the two most important functions of the library catalogue are :

- 1 To enable a person to find a book of which either the
C Subject is known
- 2 To show what the library has
E on a given subject

To Ranganathan one of the most important function of the Library catalogue is to disclose the reader what the library has got on a specific subject. The specific subject may be as broad as 'Library Science'. It may be as minute as, 'Filing of catalogue cards'. Library catalogue should disclose to a reader if he knows his specific subject :

- 1 Books exclusively devoted to his Specific Subject ;
- 2 Books of greater extension but having substantial portions devoted to it ;
- 3 Books of smaller extension but dealing with some part or aspect of it ; and
- 4 Books in collateral subject which contain some information though indirectly on his specific subject.

To satisfy subject approach of the readers, books and even their parts must be entered under their respective specific subjects. The first problem is to know what is meant by specific subject and how it is to be determined ?

Specific subject as defined by Cutter : "It is its special subject as distinguished from...a class which includes that subject".

Specific subject as defined by Sharp : "The actual subject as distinct from...some broader (one) embracing that subject."

How the specific subject should be determined ?

With the help of

- (a) Title page ;
- (b) List of contents ;
- (c) Preface or introduction ;
- (d) Text of the book itself ;
- (e) Review bibliographies and other library catalogues.

Specific subject as defined by Dr. Ranganathan in 'Elements of library classification' : "The specific subject of a book is the division of knowledge whose extension and intension are equal to those of its thought contents".

To him 'Ultimate Class' represents the specific subject of the book.

'Ultimate Class' defined by Dr. Ranganathan in 'Prolegomena to library classification': "By the Ultimate class of a book is meant the class of the least extension and the greatest intension in the basic scheme of knowledge classification in which it may be placed."

To Ranganathan the determination of the specific subject of the book is the work of the classifier and not of the cataloguer. He determines the specific subject of the book and represents it in the artificial language of ordinal numbers which is called Class Number. When it has already been determined by the classifier why the same process should again be repeated by the cataloguer? Cutter and other Western cataloguists are of the opinion that the specific subject of a book is to be determined by the cataloguer and the classifier had simply provided a mark which may be helpful in arranging the books on shelves in a logical order and may be useful for locating it and replacing it after use.

Classified Catalogue

Dr. Ranganathan's Classified catalogue is based on this assumption that the class number of the book represents the specific subject of the book and the Main entry of the document which has already been discussed in Part Two, Section A of this book has specific subject of the document in its leading section-no doubt in the form of Class Number. That is why the Main entry is also called 'Specific Subject Entry' of the book. The specific subject entries are arranged in the catalogue in the helpful and logical classified order as the books are arranged on the shelves.

It means that as far as Classified catalogue is concerned, we have already studied the specific subject entries in the form of Main entries. But the fact is that such Specific subject entries can not be understood by the readers who have no knowledge of the scheme of classi-

fication or in other words who do not know that 'W' is 'Political Science', or 'C 5' is 'Radiation' or 'L 35 : 4261' is 'Malaria'. For the sake of the readers there must be some guiding entries in alphabetical part of the catalogue which may be understood by them. So here our main task is to understand such directing entries which are called by Dr. Ranganathan as Class Index Entries—a variety of General Added Entries.

Dictionary Catalogue

As far as Dictionary catalogue is concerned, its main entry is the Author entry in most of the cases. So the Specific subject entry is to be prepared separately. Dictionary catalogue is the Unipartite although alphabetical catalogue. These entries will have specific subjects of books in their leading sections in the natural language so that these may be commonly understood by the readers. These entries are called Specific Subject Entries—a variety of Specific Added Entries.

We have to learn the construction of these entries. These are equivalent to the Main entries of Classified catalogue as regard the function. To connect the related subjects, we have to learn also to prepare the 'See also' subject entries in Dictionary catalogue which are equivalent to the Class Index Entries of Classified catalogue as the purpose of both the entries is the same viz. to direct the reader from one part of the catalogue to another and to help him to find out reading material on his specific subject.

How to find out Specific Subject in Dictionary Catalogue ?

It has been pointed out already that Cutter was the first man who thought about the importance of subject approach and included some rules in his *Rdc* to find out the specific subject of the book and to construct subject headings. The fundamental difference between Dr. Ranganathan & Western cataloguists is that while Dr. Ranganathan says that the specific subject of the book is to be determined by the classifier, they say

that it is to be determined by the cataloguer. This assumption presupposes inaccurate and incomplete classification.

An entire book devoted to subject headings was written by Julia Pette entitled as 'Subject headings'. D.J. Haykin also wrote a book entitled, 'Subject Headings : a practical guide'. Some standard lists of subject headings are also compiled and published and the cataloguer after determining the specific subject of the book by himself, is supposed to verify it and standardise it from any one of these lists whichever is adopted for the purpose of standardisation, uniformity and consistency.

The following are the three basic lists :

- 1 *List of subject headings for use in dictionary catalogue by American Library Association.*
- 2 *Subject headings used in the dictionary catalogue of the Library of Congress.*
- 3 *Sears list of subject headings.*

Sears list of subject headings is generally adopted by Indian libraries for the construction of subject headings in Dictionary Catalogue. In this *Guide* the construction of subject headings will be discussed according to *Sears list of subject headings ; 8th ed., by Bertha Margaret Frick.*

Description of Sears list and how to construct Subject Headings with its help

Sears list is a dictionary of subject headings arranged in minute alphabetical order. '*Suggestions for the beginner in subject heading work*' is a very useful and helpful chapter for the students. '*Directions for use*' are given on first fly-leaf should also be studied minutely.

Aim of subject catalogue as given in this book, "*The subject catalogue tries to list under one form of heading all the books on a given subject that the library possesses.*"

Cutter says, "Enter a work under its subject heading, not under the heading of a class which includes that subject." It means a book must be entered under its specific subject which has already been defined. To be more specific, a book on 'roses' should not be entered under 'flowers' or 'floriculture' but under 'ROSE'. A book on 'Chess' should not be entered under 'Games' or even 'Indoor Games' but under 'CHESS'.

Let us proceed by taking a concrete example.

97 Title page

How to Play Chess/by/R D. Saksena/Allied Publishers/Lucknow/1968

794.1 SAK

42921

To find out the specific subject heading from a *List of Subject headings*, cataloguer has to determine its heading himself. Suppose he determines its specific subject as 'Games & Sports'. Then he verifies it from the *Sears List*. On page 267 he finds a heading 'Games' but no heading as 'Games and Sports'. In the 'See also' paragraph, he finds many headings with the direction 'and also names of games ; e.g. Tennis'. He finds the clue. He sees under 'Chess' because it is a book on 'Chess'. On page 128 of the *Sears List* he finds the heading 'Chess' in bold face type with the Class Number 794.1 which is the correct and specific subject heading for this book. The 'See also' paragraph which is given under many headings should always be examined before fixing up the specific subject of a document, because it lists more specific headings to satisfy the Principle of specific subject entry. For this purpose, the 'See also' may be interpreted as 'Consider also'.

Many words have synonyms from which a choice is to be made. Suppose we have a book on 'Crockery'. We verify its subject heading from *Sears list*. On page 180 of the *List* 'Crockery' is given as 'Crockery See Pottery' without Class Number. The 'Crockery' is given in light face type. We look for 'Pottery' which we find on page 452 in bold face type with the class no. 738.3

which is the correct specific subject heading of the book. The terms given in bold face type with the class numbers can only be used as subject headings. Under (x) we find many synonymous words which may be used for 'See' references' and under (xx) we find many subject headings given in bold face type which may be used for 'See also' references. From these 'See' references it is not necessary that all the references should be prepared. The cataloguer has to pick up the most appropriate ones. So also only those subject headings should be selected from 'See also' references on which reading material is available in the library. For example in this case—'Chinaware, Crockery, Earthenware, Procelain and Stoneware' may be selected for 'See' references and 'Arts & Crafts' on which material is available in the library may be selected for 'See also' references. It must be remembered that every time while preparing specific subject entry and 'See' and 'See also' references' catalogue is to be checked up.

'Classes of headings omitted from the List' are given on page 8 of *Sears list* and expanded on p. 34 under *'Headings to be added by the cataloguer'*.

In most of the cases proper names—names of persons, corporate bodies and names of places are to be used as subject headings. The rendering in such cases is to be made on the basis of *Anglo-American cataloguing Rules, 1967*.

The common names like 'peacock' or 'mango' or 'lotus' etc. may not be found in the *List* but may be used as subject headings. To quote from *Sears list*, "*The procedure may be stated : If the name of a specific subject is not found in the list, consult the name of the class to which it belongs for directions for adding it*".

Upto three subject headings for a book may be assigned, but if the book treats of more than three, then the next larger inclusive heading is adopted. For example there is a book entitled 'Rose and Lotus.' It would be

entered under 1 ROSE and 2 LOTUS. Suppose it had included material on 'Marigold' also, the third subject entry would be prepared under 'MARIGOLD'. But if the work has given some material on 'Jasmine' also, the subject heading assigned would be 'FLOWERS'.

'List of subdivisions which may be used under subject headings', is given on p. 32 of the List and the 'directions for their use' are also given in the List wherever required.

Sometime to make the 'specific heading', the subject is to be subdivided by the place. The directions for the use of such subdivisions are also provided in the *List*. For example we find 'Socialism 333, 335 (may subdivide geog.) on page 523 of *Sears list*. The subject headings for the books entitled 'Socialism in India' and 'Education in India' would be 'SOCIALISM—INDIA' and 'EDUCATION—INDIA' respectively. For the book entitled 'Indian painting' the heading would be 'PAINTING, INDIAN' because on page 423 of the *List*, we find 'Painting (May subdivide geog. adjective form)'.

In some cases the names of places are to be subdivided by subject as in the case of 'History of India' or 'Politics and Government of India'. The subject headings for these books would be 'INDIA—HISTORY' and 'INDIA—POLITICS AND GOVERNMENT' respectively. Directions for formulations of headings are given under general subject. For example on page 450 of the *List* :

Population 301.3, 312

.....also names of countries etc. with the subdivision
POPULATION...

Some topics are applicable to countries and states only e.g. 'CONSTITUTION'. Some topics are applicable to countries only e.g. 'FOREIGN RELATIONS'.

The subdivision 'DESCRIPTION AND TRAVEL' is applicable for countries and states and the subdivision 'DESCRIPTION' only to cities. Therefore

INDIA—DESCRIPTION AND TRAVEL.

UJJAIN—DESCRIPTION.

The subject is to be divided by space for classes of institutions if the discussion covers a larger area *i.e.* country and state

LIBRARIES—INDIA.

MUSEUMS—MADHYA PRADESH.

But the space is to be divided by subject if the discussion is limited to cities or other smaller areas

DELHI—MUSEUMS.

UJJAIN—LIBRARIES.

The complete list of subject subdivisions is given under 'U.S.' for countries, 'Ohio' for states and 'Chicago' for cities in *Sears List*. Therefore 'U.S.', 'Ohio' and 'Chicago' are the key country, key state and key city respectively and the subject subdivisions listed under them are applicable to any country, any state and any city.

Biography

In this field, there are works of two different categories :

- 1 Lives of persons (i) Individual (ii) Collective.
- 2 Biography (as a literary form).

Individual Biography and Autobiography

The subject in such cases will be the name of the individual biographed. In case of autobiography usually there is no need of specific subject entry because the headings of both author entry as well as subject entry

will be the same. Some cataloguers prefer to prepare both author as well as subject entry in such cases.

The subdivisions listed under '*William Shakespeare*' and '*Jesus Christ*' may be used, if needed, under the names of other authors and eminent persons.

Collective biographies (if more than three)

General : If not limited to any area or to any class of persons. The subject heading in such a case would be 'BIOGRAPHY'.

Local : Devoted to persons of a particular area e.g. '*Who's who in Uttar Pradesh*'. The heading would be : 'UTTAR PRADESH—BIOGRAPHY—DICTIONARIES.'

Classes of persons : Devoted to lives of persons of a particular occupation or profession e.g. '*Who's who in Librarianship*?' The subject heading for this work would be 'LIBRARIANS'

Language

Subdivisions are listed under '*English Language*' only in *Sears List*. This is to be treated as a key language i.e. the subdivisions listed under '*English Language*' are applicable to all other languages if needed.

Literature

It includes two classes of material :

- 1 Works about Literature : Works like '*History of Hindi fiction*', '*How to write a good short story*?' and '*Dictionary of Sanskrit literature*' are examples of *works about literature*. These works are to be entered under 'HINDI FICTION—HISTORY AND CRITICISM', 'SHORT STORY', and 'SANSKRIT LITERATURE—DICTIONARIES' respectively.

- 2 Examples of Literature : '*Gitanjali* by Tagore', '*A tale of two cities* by Dickens', '*Macbeth* by Shakespeare' and '*Best Short Stories of Bengali*' are examples of literature.

(i) Individual authors : Usually no subject entries are required for the literary works of individual authors because these are known by their respective authors and titles.

(ii) Collections of several authors : For such works if an acceptable plural is available, that is used to represent '*Collections*'. In the absence of true plural the subdivision 'COLLECTIONS' may be added to the name of the literary form. For example a book entitled '*How to write a good essay?*' will be entered under 'ESSAY'. But the collection of essays is to be entered under 'ESSAYS'; 'FRENCH ESSAYS' etc. A work entitled '*Essentials of a good play*' will get the subject heading 'DRAMA' and collections of plays will be entered under the subject heading 'DRAMA—COLLECTIONS'.

Important guidance given in *Sears list* in the preliminary pages

- 1 '*Directions for use*' given on first fly-leaf of the *List*.
- 2 '*Classes of headings included in the List*' and '*Classes of headings omitted from the List for which the cataloguer must supply specific names as needed*' are given on page 8 of the *List*.
- 3 '*List of subdivisions which may be used under subject headings*' is given on page 32—33 of the *List*.
- 4 '*Headings to be added by the cataloguer*' are given on p. 34 of the *List*.

How to find out Specific Subject according to Classified catalogue code ?

According to Dr. S.R. Ranganathan the specific subject has already been determined by the classifier in the form of class number. What the cataloguer has to do is simply to translate the class number into the natural language. For that purpose Dr. Ranganathan has devised the system of '*Chain Procedure*' which is a mechanical device and governed by a definite set of rules. Here cataloguer takes the help of classifier. Classification and cataloguing both work in unison. Dr. Ranganathan calls it symbiosis between classification and cataloguing.

What is Chain Procedure ?

Chain Procedure is a mechanical device to translate the Class Number into the natural language which is constructed in the artificial language of ordinal numbers.

How the Chain is to be drawn ?

The Class Number is to be represented in the form of a *chain* by making first link out of the first digit and second link out of the first two digits and so on upto the last link.

Types of links

Links are of three types :

- 1 **False Link** : That link is a false link which ends with a connecting symbol. Links ending with a digit representing a phase relation, or an intra-facet relation ; or an intra-array phase relation and the time isolate representing time itself in time facet are also to be treated as false links.
- 2 **Unsought Link** : That link is an unsought link over which reading material is not likely to be sought by the readers.

3 Sought Link : All other links are sought links.

Choice & Rendering of Subject Headings

Choice : Every sought link will give rise to a subject heading. Under the term represented by the last digit of every sought link, a Class Index Entry must be prepared. If the term is not individualising, the necessary minimum subheadings derived from one or more upper sought links may be added. Sometime the whole or part of a Class Number represents a proper name or a single word. In such cases that is to be used as heading.

Rendering : The standard terms given in the classification schedules must be used as subject headings. The rendering of the name of a person, or of a corporate body, or of a geographical entity, or of the title of a work is to be done according to the fundamental rules of the code. In case of multiphased class number, the terms of different phases may be linked up by words like 'biasing', 'influencing', 'compared with', 'difference from', etc.

Why Class Index Entries under all Sought Links ?

It may be asked why it is necessary to prepare Class Index Entries not only by the last sought link which represents the specific subject but also by all the upper sought links also ? The reason is that generally the reader is not able to express his specific subject in exact terms. Suppose a reader wants material on *Classified catalogue code* of S.R. Ranganathan but due to his own way of thinking or any other reason whatsoever it may be, he may mention his specific subject 'Cataloguing'. But since there is a Class Index Entry in the catalogue under this heading vide above rule, he will find himself in the appropriate region of the Classified Part of the catalogue and will lose nothing due to his inability to express his specific subject in exact terms. That is why Class Index Entries are to be prepared corresponding to each sought link.

Canon of Currency and Class Index Headings

In confirmation with the Canon of Currency, the

subject headings must be constantly revised and be kept up-to-date by replacing the old, obsolete terms by current terms. There should not be two Class Index Entries under one and the same heading. Hence the Classified Part of the catalogue is to be checked up every time before preparing such entries.

Unit Card System V/s Multiple Card System

Unit Card System : In this system added entries are the exact copies of the Main entry and the required headings are superscribed in the Leading Section on the copies of the Main entry to make them added entries to satisfy the various lines of approaches of the readers.

Multiple Card System : In this system the Main entry gives the maximum information about the document and added entries are brief and relevant to the purpose.

Unit card system is definitely better than Multiple card system. Because

- (i) All the entries Main as well as Added provide equal amount of information ;
- (ii) The system is mechanical and the time of the cataloguer is saved as he has to prepare only the draft of the Main entry and mark out the headings for the Added entries. The typist may type out the copies of the Main entry and the headings be superscribed over them to make them Added entries.

The Unit Card system can only be adopted with advantage only when there is a centralised agency for the preparation of catalogue cards and the cards are not to be typed in the library but purchased duly printed otherwise it will not be economical.

If the system of co-operative cataloguing is not pre-

vailing in the country and there is no centralised agency to distribute printed catalogue cards, Multiple card system should be adopted as it will be economical.

Subject Entries : Dictionary Catalogue

Title page

Note : See Title page no. 1 and for Main entry see entry no. 1.

On p. 119 of *Sears List*, we find 'CATALOGING 025 3'.

We also find under one star (x) 'CATALOGUING' and under two stars (xx) 'BIBLIOGRAPHY' ; BOOKS' ; 'INDEXING' ; 'LIBRARY SCIENCE' etc.

The term 'CATALOGUING' in English form is the most appropriate subject heading for this document in our country and a Specific Subject Entry may be prepared under that heading as given below :

Specific Subject Entry in Dictionary Catalogue (*Sears List*): Unit Card System

On the copy of the Main entry, the subject heading is to be written on the third line (the line above the red leading line), either using block capitals or in red ink. It should commence from the second indentation so that the Heading of the Main entry may look more prominent. The succeeding lines begin at the third indentation.

(194)

2:551N3	CATALOGUING.
qN58	Ranganathan, Shiyali Ramamrita, 1892
Classified catalogue code with additional rules for dictionary catalogue code. 4th ed. Madras : Madras Library Association, 1958. 605 p. (Madras Library Association, publication series, v. 24).	

Specific Subject Entry in Dictionary Catalogue (*Sears list*) : Multiple Card System

In Multiple card system, the subject heading is to be written on the leading line (red line) commencing from the second indention and succeeding lines from the third indention. In the next line the Heading of the Main entry is to be given commencing from the first indention. The other necessary items may be given as shown below :

(195)

2:55IN3 qN58	CATALOGUING.
Rang	anathan, Shiyali Ramamrita, 1892 Classified catalogue code. 4th ed.

Under the term 'CATALOGING' a 'See' reference may be prepared to direct the readers to the correct subject heading where they can get the reading material as illustrated below :

'See' Reference in Dictionary Catalogue

(196)

	CATALOGING
	See
	CATALOGUING.

Under the terms of two stars (xx) 'INDEXING', and 'LIBRARY SCIENCE', 'See also' references may be prepared as the material is already available under these heads in the library.

'See also' References in Dictionary Catalogue

(197)

		INDEXING
	See also	
CAT	ALOGUING.	

(198)

		LIBRARY SCIENCE
	See also	
CAT	ALOGUING.	

Note : Care is to be taken that there should not be prepared any two 'See' references or 'See also' references with the same detail in the catalogue. Every time the catalogue is to be checked up and if a reference already exists in the catalogue, it need not be duplicated. That is why these entries are called 'General Added Entries' i.e. entries shared by more than one document.

Classified Catalogue : Class Index Entries

There are following two Sections in a Class Index Entry :

1 *Leading Section* : In this section the appropriate heading of the Class Index entry is to be given.

2 *Second Section* : In this section the following directing words are to be given :

'For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number'

Note : 1 These directing words may be got printed on the catalogue cards and the cataloguer may fill up the First Section and the Index Number.

2 These directing words need not be italicised or underlined vide Ccc rule no. KF 20.

These directing words are to be followed by the Index Number representing the term in the Heading Section.

Title page

Note : See Title page no. i and for Main entry see entry no. 2.

Class number of the document : 2:551N3

Chain

2	=	Library Science. (<i>Sought link</i>)
	↓	
2 :	=	(<i>False link</i>)
	↓	
2 : 5	=	Technical Treatment in Library Science. (<i>Unsought link</i>)
	↓	
2 : 55	=	Cataloguing. (<i>Sought link</i>)
	↓	
2 : 551	=	Classified cataloguing. (<i>Sought link</i>)
	↓	
2 : 551N3	=	Classified catalogue code. (<i>Sought link</i>).

There are six links in the above chain. Out of them one link is false link and one link is treated to be as unsought link. The rest four links are sought links which will give rise to following four Class Index Entries. The last sought link represents the [specific subject of the book.

Class Index Entries in Classified Catalogue (Ccc)

(199)

CLASSIFIED CATALOGUE Code.

		For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 2 : 551N3
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(200)

CLASSIFIED, CATALOGUING.

		For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 2:551
--	--	------------------------------------------------------------------------------------------------------------------------

(201)

CATALOGUING.

		For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 2:55
--	--	-----------------------------------------------------------------------------------------------------------------------

(202)

Note : To distinguish Class Index Entries from other entries, it is suggested that these entries may be prepared on yellow cards.

Utility of Class Index Entries

The Main Entries of the classified catalogue are the Specific Subject Entries which are to be arranged in the Classified Part of the catalogue. But these entries cannot be understood by readers themselves without any guidance. The Class Index Entries are also subject entries but these are to be merged in the Alphabetical Part of the catalogue and direct the readers to the Classified Part to find out the reading material on the subjects of their interests.

98 Title page

The Meghaduta or Cloud Messenger/By/Kalidasa/with translations into English verse, notes and illustrations by/H.H. Wilson/Third Edition/Chowkhamba Sanskrit Series Office/Varanasi/1961.

O15, 1D40,1

45627

Main Entry in Dictionary Catalogue (*Ala*) & (*AACR* 1967)

(203)

O15,1D40,1 K1	Kalidasa	The Meghaduta or Cloud messenger ; with translations into English verse, notes and illustrations by H. H. Wilson. 3rd ed. Varanasi : Chowkhamba Sanskrit Series Office, 1961.
45627		

Note : 1 Both the titles are transcribed connecting them by the conjunction 'or'.

2 Collation etc. may be given as usual.

Subject Entries in Dictionary Catalogue (*Sears List*)

Since it is a literary work of an individual author there is no need of subject entries in Dictionary Catalogue. It will be known and asked by the readers by its author and title.

Main Entry in Classified Catalogue (*Ccc*)

(204)

	O15,1D40,1 K1	
	KALIDASA ()	
	Meghaduta or Cloud messenger. Ed 3. Tr and ed by H H Wilson.	
45627		

Note : The alternative title has been given vide Ccc rule no. JF91.

Class Index Entries in Classified Catalogue (Ccc)

O = Literature. (*Sought link*)
 ↓
 O1 = Indo-European Literature.
 ↓ (*Unsought link*)
 O15 = Sanskrit Literature. (*Sought link*)
 ↓
 O15, = (*False link*)
 ↓
 O15,1 = Sanskrit Poetry. (*Sought link*)
 ↓
 O15,1D40 = Sanskrit Poetry of Kalidasa. (*Sought link*)
 ↓
 O15,1D40, = (*False link*)
 ↓
 O15,1D40,1 = Meghaduta or Cloud messenger.
 (*Sought link*)

There are five sought links in the above chain. The last link will contribute two Class Index Entries. In all six Class Index Entries will be prepared as given below :

Note : In all the following Class Index Entries of this chapter, the next chapter and other chapters the Heading and Index Number are given in full. The directing words are given as 'For documents.....Class Number' to save the space which must be given in full in a library catalogue.

(205)

MEGHADUTA or CLOUD MESSENGER.
 For documents...Class Number O15,1D40,1

(206)

CLOUD MESSENGER.
 For documents...Class Number O15,1D40,1

(207)

KALIDASA ().
 For documents...Class Number O15,1D40

(208)

POETRY, SANSKRIT.
 For documents...Class Number O15,1

(209)

SANSKRIT, LITERATURE.

For documents...Class Number

O15

(210)

LITERATURE;

For documents...Class Number

O

Note : In the above Class Index Entries, subheadings are used because headings by themselves are not sufficient and individualising. The subheadings are derived with the aid of Canon of Context from the last digit of one or more of the upper sought links of the chain vide Ccc rule no. KD2 and its subdivisions.

Title Page

Note : See Title page No. 3 and for Main entries see entries No. 5 & 6.

Subject Entries in Dictionary Catalogue (Sears list)

The heading of the specific subject entry will be the same as in case of title page no. 1. The 'See' and 'See also' references will also be the same.

Specific Subject Entry

(211)

025.32 SHC	Sharp, Henry A	CATALOGUING.
4th	Cataloguing : A text book for use in libraries. ed. London : Grafton, 1950. 388 p. illus.	
45679		

Note : The 'See' and 'See also' references will be the same as in case of title page no. 1 which have already been prepared and need not be duplicated (See entries no. 196, 197 & 198).

Class Index Entries in Classified Catalogue (Ccc)

Chain

2 = Library Science. (*Sought link*)

↓

2 : = (*False link*)

↓

2 : 5 = Technical Treatment in Library Science.

↓

(*Unsought link*)

2 : 55 = Cataloguing. (*Sought link*)

In the above chain there are two sought links which will give rise to two Class Index Entries with the following headings.

1 CATALOGUING.

2 LIBRARY SCIENCE.

Since the Class Index Entries under these two headings have already been prepared in case of Title page no. 1 (*see entries no. 201 & 202*). Hence need not be duplicated.

Title page

Note : See Title page no. 20 and for Main entries see entries no. 39 & 40.

Subject Entries in Dictionary Catalogue (*Sears list*)

This is a document regarding '*Statistics of Coffee*' produced in India and exported from India. On page 154 of the *Sears list* we find 'COFFEE'. On page 33 of the *Sears list* 'STATISTICS' is given which may be used as subheading with any subject heading.

Specific Subject Entry

(212)

X8(J481).2 K0	N5s India.	COFFEE—STATISTICS. <i>Ministry of Food and Agriculture. Directorate of Economics and Statistics. Coffee in India, 1957—58 ; issued by R.N. Poduval. Delhi : Manager of Publications, 1960.</i>
14327		

A 'See' reference under reverse heading may be prepared as given below :

(213)

STATISTICS—COFFEE
See
COFFEE—STATISTICS.

Class Index Entries in Classified Catalogue

Chain

X = Economics. (*Sought link*)
 ↓
 X8(A) = Industry in Economics. (*Sought link*)
 ↓
 X8(J481) = Coffee Industry. (*Sought link*)
 ↓
 X8(J481) = (*False link*)
 ↓
 X8(J481).2 = Coffee Industry in India. (*Sought link*)
 ↓
 X8(J481) 2 = (*False link*)
 ↓
 X8(J481).2.N = (*False link*)
 ↓
 X8(J481) 2.N5 = (*False link*)
 ↓
 X8(J481).2 N5s = Statistics of coffee in India. (*Sought link*)

In the above chain there are five sought links which will give rise to following Class Index Entries :

(214)

STATISTICS, INDIA, COFFEE.

For documents...Class Number X8(J481).2.N5s

(215)

INDIA, COFFEE.

For documents...Class Number X8(J481).2

(216)

COFFEE, INDUSTRY, ECONOMICS.

For documents...Class Number X8(J481)

(217)

INDUSTRY, ECONOMICS.

For documents...Class Number X8(A)

(218)

ECONOMICS.

For documents...Class Number X

99 Title page

The New Economics/Keynes' Influence on Theory and Public Policy/Edited with Introduction by/Seymour E. Harris/Alfred A Knopf/New York/1947.

XxM83:g H7

235107

Note : A Bibliography of J. M. Keynes' writings has been given in Part X Pages 563-685. The Class Number for this part is XxM83aN5.

Main Entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(219)

XxM83:g H7	Harris, Seymour E	ed.
	New economics : Keynes' influence on theory and public policy. New York: Alfred A. Knopf, 1947.	
235107		

Note : Collation etc. may be given as usual.

Subject Entries in Dictionary Catalogue (*Sears List*)

This book is 'The study and criticism of Keynes', by various authors. So the specific subject of the book is 'KEYNES'. This heading will not be found in *Sears List* and the cataloguer has to render it on the basis of fundamental rules of a catalogue code. In the opinion of some persons, the specific subject may simply be 'ECONOMIC'S as given on page 206 of *Sears list*. Next to it we find 'ECONOMICS—HISTORY' (*Use for works describing the development of economic theories*). This may be an appropriate subject heading for this book. Hence two Specific Subject Entries are to be prepared as given below :

Note : Since we have now become familiar about the form and style of specific subject entries and in Unit card system the added entries are the copies of the Main entry, from now onward we shall give in the specific subject entry only the

1 Call Number ; and

2 Heading of the Main entry

to link it with its Main entry and above it the specific subject heading will be superscribed. If Multiple card system is adopted, the entries may be prepared on the pattern given for *Title page no. 1* (entry no. 195). If Unit card system is adopted, complete details must be given.

Specific Subject Entries

(220)

XxM83:g	KEYNES, J	M	, 1883
H7	Harris, Seymour E		ed.

Rest as Main Entry

(221)

XxM83:g H7	Harris, Seymour E	ECONOMICS—HISTORY. ed.
---------------	-------------------	---------------------------

Rest as Main entry

'See' Reference Entry

(222)

HISTORY—ECONOMICS
See
ECONOMICS—HISTORY.

No 'See also' references are listed under 'ECONOMICS—HISTORY'.

Main Entry in Classified Catalogue (Ccc)

(223)

XxM83:g H7	HARRIS (Seymour E) (1883), <i>Ed.</i> New economics : Keynes' influence on theory and public policy.
235107	

Class Index Entries in Classified Catalogue (Ccc)

Chain

X = Economics. (*Sought link*)
 ↓
 Xx = Works in Economics. (*Unsought link*)
 ↓
 XxM83 = Works of Keynes in Economics.
 ↓ (*Sought link*)
 XxM83: = (*False link*)
 ↓
 XxM83 : g = Criticism of Keynes' works. (*Sought link*)

In the above chain there are three sought links which will give rise to the following three Class Index Entries :

(224)

CRITICISM, KEYNES (J M)(1883).

For documents ..Class Number

XxM83 : g

(225)

KEYNES (J. M.) (1883), WORKS.

For documents...Class Number

XxM83

(226)

ECONOMICS.

For documents...Class Number

X

Note : The last entry (226) need not be prepared as it has already been prepared (see entry No. 218).

100 Title page

Ranganathan Series in Library Science ; No. 5/Social Science Research and Libraries/Papers and Summary Proceedings of the Library/Seminar on Research in the Social Sciences/New Delhi/ 2—4 Jan. 1959/Edited by/S.R. Ranganathan/and/Girija Kumar/ Issued under the auspices of the/Indian School of International Studies/in Cooperation with the/Indian Council of World Affairs Library/Asia Publishing House/Bombay Calcutta New Delhi Madras.

Main Entry in Dictionary Catalogue (*Ala*) & (*AACR*, 1967)

(227)

236(Σ) p7K0	Ranganathan, Shiyali Ramamrita, 1892, ed.
	Social science research and libraries : papers and summary proceedings of the library seminar on research in the social sciences ; edited by S.R. Ranganathan and Girija Kumar. (Ranganathan series in library science, 5).
235701	

Subject Entries in Dictionary Catalogue (*Sears list*)

The specific subject of this document is 'The role of libraries in social science research'. The term 'LIBRARIES' appears on page 344 of *Sears list* and subdivision 'RESEARCH' appears on page 34. Hence the subject heading 'LIBRARIES—RESEARCH' may be an appropriate heading for the specific subject entry. One 'See' reference may be prepared with the inverted heading *i.e.* 'RESEARCH—LIBRARIES'.

Specific Subject Entry in Dictionary Catalogue

(228)

236(Σ) p7K0	LIBRARIES—RESEARCH. Ranganathan, Shiyali Ramamrita, 1892 ed.
	Rest as Main entry

'See' Reference Entry

(229)

RESEARCH—LIBRARIES

See

LIBRARIES—RESEARCH.**Main Entry in Classified Catalogue (Ccc)**

(230)

2 6(Σ) p7K0

RANGANATHAN (Shiyali Ramamrita) (1892)
 and GIRIJA KUMAR (), *Ed.*
 Social science research and libraries: Papers
 summary proceedings of the library seminar on
 and rch in the social sciences.
 resea (Ranganathan series in library science. 5).

235701

Class Index Entries in Classified Catalogue**Chain**2 = Library science. (*Sought link*)

↓

23 = Academical libraries. (*Sought link*)

↓

236 = Research libraries. (*Sought link*)

↓

236(Σ) = Social science research and libraries.
 (*Sought link*)

In the above chain there are four sought links. They
 will give rise to the following Class Index Entries :

(231)

SOCIAL SCIENCE, RESEARCH, LIBRARIES.

For documents...Class Number

236(Σ)

(232)

RESEARCH, LIBRARIES.

For documents...Class Number

236

(233)

ACADEMICAL, LIBRARIES.

For documents...Class Number

23

(234)

LIBRARIES.

For documents...Class Number

2

(235)

LIBRARY SCIENCE.

For documents...Class Number

2

Note : The last entry has already been prepared for the title page no. 1 (see entry no. 202). Hence need not be duplicated.

101 Title Page

The Living Thoughts Library/Edited by Alfred O. Mendel, no. 20/*The Living Thoughts of Freud*/Presented by Robert Waelder, Ph. D./Cassell & Co. Ltd./London Toronto Sydney/First published in Great Britain 1942.

SM9xM56

H2

2307

Note : "Sigmund Freud was born on May 6, 1856. Robert Waelder has selected and arranged the essence of Freud's major works".

Main Entry in Dictionary Catalogue (Ala) & (AACR, 1967)

(236)

SM9xM56

H2

Freud, Sigmund, 1856

Living thoughts of Freud ; presented by Robert Waelder. London : Cassell, 1942.
(Living thoughts library, 20).

2307

Note : The collation etc. may be given as usual.

Subject Entries in Dictionary Catalogue (*Sears list*)

The specific subject of this book seems to be 'PSYCHOLOGY' which is given on page 463 of *Sears list*. But after consulting the 'See also' paragraph given under 'PSYCHOLOGY', the subject heading 'PSYCHO-ANALYSIS' seems to be more appropriate for the works of Freud. The term 'PSYCHO-ANALYSIS' also appears on the same page.

Specific Subject Entry

(237)

SM9x56 H2	Freud, Sigmund, 1856	PSYCHO—ANALYSIS.
		<i>Rest as Main entry</i>

No 'See' references are listed under 'PSYCHO-ANALYSIS'.

The terms given under two stars (xx) 1 PSYCHOLOGY ; 2 PSYCHOLOGY, PATHOLOGICAL ; and 'PSYCHOLOGY, PHYSIOLOGICAL' may be selected for 'See also' references on which material is available in the library.

'See also' References

(238)

PSYCHOLOGY

See also

PSYCHO-ANALYSIS.

(239)

PSYCHOLOGY, PATHOLOGICAL

See also

PSYCHO-ANALYSIS.

(240)

PSYCHOLOGY, PHYSIOLOGICAL

See also

PSYCHO-ANALYSIS.

Main Entry in Classified Catalogue (Ccc)

(241)

	SM9xM56 H2
	FREUD (Sigmund) (1856). Living thoughts of...Ed by Robert Waelder. (Living thoughts library. Ed by Alfred O Mendel. 20).
2307	

Class Index Entries in Classified Catalogue

Chain

S = Psychology. (*Sought link*)

↓

SM = Experimental Psychology. (*Sought link*)

↓

SM9 = Psycho-analytic Psychology. (*Sought link*)

↓

SM9x = Works on Psycho-analytic Psychology. (*Unsought link*)

↓

SM9xM56 = Freud's Works on Psycho-analytic Psychology. (*Sought link*)

There are four sought links in the above chain which will give rise to the following four Class Index Entries :

(242)

FREUD (Sigmund) (1856), WORKS.

For documents...Class Number

SM9xM56

(243)

PSYCHO-ANALYTIC, PSYCHOLOGY.

For documents...Class Number

SM9

(244)

EXPERIMENTAL, PSYCHOLOGY.

For documents...Class Number

SM9

(245)

PSYCHOLOGY.

For documents...Class Number

S

102 Title page

Mathematical Methods/in/Physics and Engineering/John W. Dettman/Assistant Professor of Mathematics/Case Institute of Technology/1962/McGraw-Hill Book Co./New York San Francisco London.

B0bC K2

Pages 398

765031

Note : Chapter 4 to 6 covering pages 184—291 bears the Class Number B0bD.

Main Entry in Dictionary Catalogue (A/a) & (AACR, 1967)

(246)

B0bC
K2

Dettman, John W.

Mathematical methods in physics and engineering.
New York : McGraw-Hill, 1962.
398p.

765031

Note : Collation etc. may be given as usual.

Subject Entries in Dictionary Catalogue (Sears list)

The specific subjects of the book are MATHEMATICS and PHYSICS. Hence two Specific Subject Entries are to be prepared as given below :

Specific Subject Entries

(247)

B0bC K2	Dett	MATHEMATICS. man, John W.
		<i>Rest as main entry</i>

(248)

B0bC K2	Dett	PHYSICS. man, John W.
		<i>Rest as main entry</i>

'See also' References

(249)

SCIENCE

See also

MATHEMATICS.

(250)

SCIENCE

See also

PHYSICS.

Consolidation of Entries

The above two 'See also' references may be consolidated in one as the heading of both the entries is the same. In the library catalogue many entries with the similar headings may be consolidated in this manner which will be economical and helpful to the readers.

(251)

SCIENCE

See also

MATHEMATICS,

PHYSICS,

Main Entry in Classified Catalogue (Ccc)

(252)

	B0bC	K2
	ing.	DETTMAN (John W) (). Mathematical methods in physics and engineer-
	76503	1

Class Index Entries in Classified Catalogue (Ccc)**Chain**

B = Mathematics. (*Sought link*)
 ↓
 B0 = (*False link*)
 ↓
 B0b = (*False link*)
 ↓
 B0bC = Physics biasing Mathematics. (*Sought link*)

There are two sought links in the above chain which will give rise to the following Class Index Entries :

(253)

PHYSICS biasing MATHEMATICS.

For documents...Class Number

B0bC

(254)

MATHEMATICS.

For Documents...Class Number

B

103 Title page

National Council of/Applied Economic Research/New Delhi/
 Domestic Fuels/Asia Publishing House/Bombay Calcutta
 New Delhi London New York/1959.

Main Entry in Dictionary Catalogue (Ala) & (AACR, 1967)
(255)

F55 : (M3) J9	National Council of Applied Economic Research.
	<i>New Delhi.</i>
	Domestic fuels. Bombay : Asia Publishing House, 1959.
59590	

Note : 1 This publication has been treated as a publication of a corporate body (Society).

2 The collation etc. may be given as usual.

Subject Entries in Dictionary Catalogue (Sears list)

The specific subject of this book seems to be 'FUEL'. After verifying from the *Sears list* it has been confirmed as it appears on page 264. 'HOME ECONOMICS' may be selected from the terms given under two stars (xx) for 'See also' references as material is available under this heading in the library.

Specific Subject Entry

(256)

F55 : (M3) J9	FUEL.
	National Council of Applied Economic Research.
	<i>New Delhi.</i>
	<i>Rest as main entry</i>

'See also' Reference Entry

(257)

HOME ECONOMICS

See also

FUEL.

Main Entry in Classified Catalogue (Ccc)

(258)

	F55 : (M3)	J9
	ECO	NATIONAL COUNCIL OF APPLIED NOMIC RESEARCH. Domestic fuels.
59590		

Class Index Entries in Classified Catalogue (Ccc)

Chain

F = Technology. (*Sought link*)
 ↓
 F5 = Organic Technology. (*Unsought link*)
 ↓
 F55 = Fuel Technology. (*Sought link*)
 ↓
 F55 : = (*False link*)
 ↓
 F55 : (M3) = Domestic Fuel (*Sought link*)

There are three sought links in the above chain which will give rise to the following Class Index Entries :

(259)

DOMESTIC, FUEL.

For documents...Class Number

F550bM3

(260)

FUEL, TECHNOLOGY.

For documents...Class Number

F55

(261)

TECHNOLOGY.

For documents...Class Number

F

104 Title page

Giant Brains/or/Machines That Think/Edmund Callis
Berkeley/ Consultant in Modern Technology/President, C.
Berkeley and Association/Science Editions Inc./New York/1961.

D650aB28

K1

88125

Main Entry in Dictionary Catalogue (*Ala*) & (*AACR*, 1967)

(262)

D650aB28

K1

Berkeley, Edmund Callis

Giant brains or Machines that think. New
York: Science Editions, 1961.

88125

Note : Collation etc. may be given as usual.

Subject Entries in Dictionary Catalogue (*Sears list*)

The specific subject of this book seems to be 'ELECTRONIC COMPUTERS' which is listed on p. 217 of *Sears list*. The same may be used as the heading of this document. Under one star (x) we find 1 'COMPUTERS, AUTOMATIC' ; 2 'ELECTRONIC BRAINS' and 3 'ELECTRONIC CALCULATING MACHINES' which may be used as headings of 'See' Reference entries. 'CALCULATING MACHINES' and ELECTRONICS which are given under two stars (xx) may be selected for 'See also' References.

Specific Subject Entry

(263)

D650aB28

K1

ELECTRONIC COMPUTERS.

Berkeley, Edmund Callis

Rest as main entry

'See' Reference Entries

(264)

COMPUTERS, AUTOMATIC

See

ELECTRONIC COMPUTERS.

(265)

ELECTRONIC BRAINS

See

ELECTRONIC COMPUTERS.

(266)

ELECTRONIC CALCULATING MACHINES

See

ELECTRONIC COMPUTERS.**'See also' Reference Entries**

(267)

CALCULATING MACHINES

See also

ELECTRONIC COMPUTERS.

(268)

ELECTRONICS

See also

ELECTRONIC COMPUTERS.**Main Entry in Classified Catalogue (Ccc)**

(269)

D650 aB28 K1

BERKELEY (Edmund Callis) ().
Giant brains or Machines that think.

88125

Class Index Entries in Classified Catalogue (Ccc)

Chain

D = Engineering. (*Sought link*)
 ↓
 D6 = Mechanical Engineering. (*Sought link*)
 ↓
 D65 = Electronic Engineering. (*Sought link*)
 ↓
 D650 = (*False link*)
 ↓
 D650a = (*False link*)
 ↓
 D650aB28 = Statistics and Electronic Engineering.
 (*Sought link*)

There are four sought links in the above chain which will give rise to the following Class Index Entries :

(270)

STATISTICS and ELECTRONIC, ENGINEERING.
 For documents...Class Number D650aB28

(271)

ELECTRONIC, ENGINEERING.
 For documents...Class Number D65

(272)

MECHANICAL ENGINEERING.
 For documents...Class Number D6

(273)

ENGINEERING.
 For documents...Class Number D

105 Title page

Botany and Zoology/A Comparison/By/Ram Swarup Shukla/
 College Book Store/Ludhiana/1964.

10cK K4 Third Edition 54921

549 pages with illustrations.

Main Entry in Dictionary Catalogue (*Ala*) & (*AACR*, 1967)
(274)

I0cK K4	Shukla, Ram Swarup	Botany and zoology : a comparison. 3rd ed. Ludhiana : College Book Store, 1964. 549p. illus.
54921		

Subject Entries in Dictionary Catalogue (*Sears list*)

Specific subjects of this book may be 1 'BOTANY' and 2 'ZOOLOGY'.

'FLORA' and 'VEGETABLE KINGDOM' are selected for 'See' References which are given under one star (x). 'SCIENCE' is selected for 'See also' reference which is given under two stars (xx).

'FAUNA' and 'ANIMAL KINGDOM' are selected for 'See' References which are given under one star (x). 'BIOLOGY' and 'SCIENCE' are selected for 'See also' References which are given under two stars (xx).

Specific Subject Entries

(275)

I0cK K4	Shukla, Ram Swarup	BOTANY.
		<i>Rest as main entry</i>

(276)

I0cK
K4Shukla, Ram Swarup
ZOOLOGY.*Rest as main entry***'See' Reference Entries**

(277)

FLORA

See

BOTANY.

(278)

VEGETABLE KINGDOM

See

BOTANY.

(279)

ANIMAL KINGDOM

See

ZOOLOGY.

(280)

FAUNA

See

ZOOLOGY.

'See also' Reference Entries (Consolidated)

(281)

BIOLOGY

See also

BOTANY.

ZOOLOGY.

(282)

SCIENCE

See also

BOTANY

ZOOLOGY.

Main Entry in Classified Catalogue (Ccc)

(283)

I0cK K4

SHUKLA (Ram Swarup) ().
Botany and zoology : A comparison. Ed 3.

54921

Class Index Entries in Classified Catalogue (Ccc)

Chain

I = Botany. (*Sought link*)
 ↓
 I0 = (*False link*)
 ↓
 I0c = (*False link*)
 ↓
 I0cK = Zoology compared with Botany. (*Sought link*)

There are two sought links in this chain which will give rise to the following Class Index Entries :

(284)

ZOOLOGY compared with BOTANY.

For documents...Class Number

I0cK

(285)

BOTANY.

For documents...Class Number

I

Title page

See Title page no. 86 and for Main entries see entries no. 170 & 171.

Subject Entries in Dictionary Catalogue (*Sears list*)

The specific subject of this book is 'SPECTRUM' which is given on page 530 of *Sears list*.

For 'See' References 1 'INFRA RED RAYS' ; and 2 'SPECTROSCOPY' are selected which are given under one star (x).

For 'See also' References 1 'LIGHT' ; 2 'OPTICS' ; and 3 'RADIATION' are selected which are given under two stars (xx).

Specific Subject Entry

(286)

C56
J7SPECTRUM.
Smith, R A*Rest as main entry***'See' Reference Entries**

(287)

INFRA RED RAYS

See

SPECTRUM.

(288)

SPECTROSCOPY

See

SPECTRUM.

'See also' Reference Entries

(289)

LIGHT

See also

SPECTRUM.

(290)

OPTICS

See also

SPECTRUM.

(291)

RADIATION

See also

SPECTRUM.

Class Index Entries in Classified Catalogue (Ccc)**Chain**C = Physics. (*Sought link*)

↓

C5 = Radiation. (*Sought link*)

↓

C56 = Infra red Radiation. (*Sought link*)

There are three sought links in this chain which will give rise to the following Glass Index Entries ;

(292)

INFRA RED, RADIATION.

For documents...Class Number

C56

(293)

RADIATION.

For documents...Class Number

C5

(294)

PHYSICS.

For documents...Class Number

C

106 Title page

George Eliot's Life/as/Related in Her Letters/and Journals/
Arranged and Edited by/Her Husband/J.W. Cross/William
Blackwood and Sons/London.

O111, 3M19w1

B5

213041

Note : In the life sketch it is stated that Mary Ann Evans
Cross was known as George Eliot.

Main Entry in Dictionary Catalogue (*Ala*) & (*AACR*, 1967)

(295)

O111, 3M19w1

B5

[Cross, Mary Ann Evans]. 1819

George Eliot's [pseud.] life as related in her
letters and journals; arranged and edited by her
husband J.W. Cross. London: William Black-
wood, [n.d.].

213041

Note : The collation etc. may be given as usual.

Subject Entries in Dictionary Catalogue (*Sears list*)

This is an autobiography of George Eliot. The
specific subject in such a case is the author of the book.
Therefore, if found necessary, the following entry may
be prepared otherwise author entry will serve both the
purposes viz. the purpose of author as well as subject
entry. No references are to be prepared.

Specific Subject Entry

(296)

O111,3M1 B5	9w1 [Cross, Mary Ann Evans], 1819	CROSS, MARY ANN EVANS, 1819
		<i>Rest as main entry</i>

Main Entry in Classified Catalogue (Ccc)

(297)

	O111, 3M19w1 B5	
	Cross).	ELLIOT (George), <i>Pseud.</i> (i.e. Mary Ann Evans
	[<i>Her</i>] life as related in her letters and journals.	
	Ed by J W Cross.	
213041		

Note : '*Her*' has been substituted for '*George Elliot's*' because that has been used as the heading of the main entry.

Class Index Entries in Classified Catalogue (Ccc)

Chain

O = Literature. (*Sought link*)
 ↓
 O1 = Indo-European literature. (*Unsought link*)
 ↓
 O11 = Teutonic literature. (*Unsought link*)
 ↓
 O111 = English literature. (*Sought link*)
 ↓
 O111, = (*False link*)
 ↓
 O111, 3 = English Fiction. (*Sought link*)
 ↓
 O111,3M19 = George Elliot's Fiction. (*Sought link*)
 ↓
 O111, 3M19w = Biography of George Eliot. (*Sought link*)
 ↓
 O111, 3M19w1 = Autobiography of George Eliot.
 ↓ (*Sought link*)

There are six sought links in the above chain which will give rise to the following Class Index Entries :

(298)

AUTOBIOGRAPHY, ELIOT (George), *Pseud*, (ie Mary Ann Evans Cross).

For documents...Class Number O111, 3M19w1

(299)

BIOGRAPHY, ELIOT (George), *Pseud*, (ie Mary Ann Evans Cross).

For documents...Class Number O111, 3M19w

(300)

ELIOT (George), *Pseud*, (ie Mary Ann Evans Cross).

For documents...Class Number O111, 3M19

(301)

FICTION, ENGLISH.

For documents...Class Number

O111, 3

(302)

ENGLISH, LITERATURE.

For documents...Class Number

O111

(303)

LITERATURE.

For documents...Class Number

O

Note : The last entry need not be prepared as it has already been prepared and appears as entry no 210.

Title page

Note : See Title page no. 22 and for Main entries see entries no. 43 & 44.

Subject Entries in Dictionary Catalogue (*Sears list*)

The specific subject of this book is 'LIBRARIES—INDIA.' A specific subject entry may be prepared under this heading and a 'See' Reference may be prepared under inverted heading 'INDIA—LIBRARIES' as given under 'LIBRARIES—U.S.' on page 345 of *Sears list*.

Specific Subject Entry in Dictionary Catalogue (*Sears list*).

(304)

2.2.N5t J9	LIBRARIES—INDIA. India, <i>Advisory Committee for libraries, 1958.</i>
	<i>Rest as main entry</i>

'See' Reference Entry

(305)

INDIA—LIBRARIES

See

LIBRARIES—INDIA.

Class Index Entries in Classified Catalogue (Ccc)

Chain

2 = Libraries. (*Sought link*)
 ↓
 2. = (*False link*)
 ↓
 2.2 = Libraries in India. (*Sought link*)
 ↓
 2.2. = (*False link*)
 ↓
 2.2.N = (*False link*)
 ↓
 2.2.N5 = (*False link*)
 ↓
 2.2.N5t = Committee Report about Libraries in
 India which was established in 1950's
 (*Sought link*)

If the book is a report of a Commission or Committee, the last sought link will give rise to two Class Index Entries as given below :

(306)

INDIA, LIBRARIES (Advisory Committee for—)
(1958), REPORT.

For documents...Class Number	2.2. N5t
------------------------------	----------

(307)

SINHA COMMITTEE (1958), REPORT.

For documents...Class Number	2.2. N5t
------------------------------	----------

(308)

INDIA, LIBRARIES.

For documents...Class Number	2.2
------------------------------	-----

(309)

LIBRARIES.

For documents...Class Number	2
------------------------------	---

(310)

LIBRARY SCIENCE.

For documents...Class Number

2

Note : The last two Class Index Entries have already been prepared (See entries no. 234 & 202). Hence need not be duplicated.

Important : Here some representative examples are taken from the point of view of subject entries. In the similar manner Subject Entries and Class Index Entries may be prepared for all the documents whose title pages appear in this *Guide*. In a library catalogue Subject Entries or Class Index Entries as the case may be, must be prepared for all the documents on the similar pattern.

Which method of deriving subject headings is better and why ?

There are three ways of deriving subject headings ;

1. Guidance given by C.A. Cutter in his *Rdc* and other works like works of Julia Pette and D.J. Haykin etc.

2. Standard lists of subject headings whose names have already been given.

3. 'Chain Procedure' devised by Dr. S.R. Ranganathan and given in his *Ccc* (Classified catalogue code).

'Chain Procedure' has been considered to be the best method for deriving subject headings. It is experimented and adopted by British National Bibliography and proved quite helpful and successful even with Decimal Classification. The chief advantages of chain procedure are summarised below :

Advantages of Chain Procedure

1 *Uniformity* : If chain procedure is adopted in all the libraries, the same uniform subject headings will be derived in all the libraries because it is a simple mechanical procedure governed by a definite set of rules.

2 *Economy* : By adopting chain procedure three-fold economy may be achieved :

- (i) *National economy* : Because there will be no need to compile and print such huge lists of subject headings.
- (ii) *Local economy* : Because the individual libraries need not purchase such costly set of lists which are never up-to-date.
- (iii) *Saving of time* : Cataloguer's time will be saved because he need not find the specific subject of the book. The help of the classifier is taken and his services are utilised to find out the specific subject of the document. Economy in the number of entries may also be secured because there will be no need of inverted subject headings.

3 *Simplicity* : It is a simple mechanical device governed by a definite set of rules which is definitely easy. But it is wrong to consider it purely mechanical because at every time the cataloguer has to use his sense of judgement :

- (f) to mark the particular link as sought or unsought link ;
- (ii) what term and in what form should be used as subject heading ; and
- (iii) what and how many subject headings are understandable, correct and specific ?

4 *Subject approach will be satisfied* : Because the Class Number gives the subject in its proper extension and intension.

5 *Subject headings are not left at the fiat of the cataloguer* : Because he has to follow the set procedure.

6 *Chain procedure tries to satisfy approaches which are not satisfied by classification* : For example information about books on 'History of India' ; 'Economic history of India' ; and 'Flora and Fauna of India' will be found at one place in the catalogue while on the shelf books will be found scattered according to their subject matter.

7 *Chain procedure points out the defects of terms used in classification schedules*: Because according to chain procedure the terms given in classification schedules are to be used for constructing the subject headings.

Disadvantages of Chain Procedure

1 It limits the autonomy of the cataloguer as he can prepare only those entries and in the same form which are prescribed by the system.

2 Cataloguers will lose the opportunity of doing the most intelligent and the most interesting part of the cataloguing work.

3 Chain procedure does not always produce the desired results.

PART TWO	: SIMPLE BOOK
SECTION C	: SUBJECT ANALYTICAL AND CROSS REFERENCE ENTRIES

Subject Analytical and Cross Reference Entries

The procedure which has been discussed in the preceding chapter will disclose to the reader only those documents which are exclusively devoted to his specific subject. But many books are multifocal books and may have some substantial portions devoted to his specific subject. The library catalogue must also disclose such portions or parts of the books to the reader to give full satisfaction to the Second and Third Laws of Library Science. The discipline of classification is unable to deal with such publications. A special variety of entries are to be prepared in a library catalogue to deal with this problem which are called Subject Analytical Entries in Dictionary Catalogue. Dr. Ranganathan calls them as Cross Reference Entries in his *Classified catalogue code*. These entries are to be prepared for parts of works which are not independent bibliographical units. Books treating a variety of subjects should be analysed.

It can easily be experienced and understood that to prepare these entries is quite time consuming work and a matter of research. The Law of Parsimony and authorities will never permit such sort of analysis. On the other hand for efficient reference service these entries are quite essential. What to say of readers, even the refer-

ence staff cannot dig out the information lying buried in the books in the absence of such entries. The readers will have to waste their time repeatedly for want of these entries. The Fourth Law will object, the research work will suffer and many readers will go disappointed. It will adversely affect the progress of the country. An enthusiastic librarian cannot sacrifice the interest of the readers and the nation at large. Now-a-days many subject bibliographies are being prepared in various fields. The only concession which can be given by the Laws of Library Science is to abstain from giving such entries only for those books for which such entries have already been given in such published subject bibliographies.

Multifocal Books or Books Treating a Variety of Subjects

107 Title page

Introduction to/Cataloguing and the/Classification of Books/
By/Margaret Mann/Second Edition/American Library Association/
Chicago/1943.

2 : 55 J6 Sixth printing 1956 3660

276 pages 25 cm.

Note : Pages 31—99 are devoted to classification. The class number assigned to this part of the book is 2 : 51.

Main Entry in Dictionary Catalogue (*Ala*) & (*AACR*, 1967)

(311)

2 : 55

J6

Mann, Margaret

Introduction to cataloguing and the classifica-
tion of books. 2nd ed. Chicago : American
Library Association, 1956.
276p. 25cm.

3660

Subject Entries in Dictionary Catalogue (*Sears List*)

The specific subject of the book as determined by the cataloguer is 'CATALOGUING' which is given on page 119 of *Sears list*.

Specific Subject Entry

(312)

2 : 55 J6	CATALOGUING. Mann, Margaret
	<i>Rest as main entry</i>

The 'See' reference may be prepared under 'CATALOGUING' which is given under one star (x) and 'See also' references under 'INDEXING' and 'LIBRARY SCIENCE' which are given under two stars (xx). The reference entries under these headings have already been prepared and need not be duplicated (*see entries no. 196, 197 & 198*).

Subject Analytical in Dictionary Catalogue (*Sears list*)

The specific subject of the part of the book is also to be found out with the help of *Sears list* and should be superscribed on a copy of the main entry which should be followed by the word 'p.', 'sec', 'chap', or 'pt.' as the case may be and the number concerned.

The specific subject of the part of the book (p. 33—99) is 'CLASSIFICATION—BOOKS' as given on page 151 of *Sears list*.

Unit Card System : Book and analytical entry under the same author

(313)

2 : 55 J6	Man	CLASSIFICATION—BOOKS, p. 31—99. n, Margaret Introduction to cataloguing and the classifica- tion of books. 2nd ed. Chicago : American Libr ary Association, 1956. 276p. 25 cm.
3660		

Multiple Card System : Book and analytical entry under the same author

(314)

2 : 55 J6	Man	CLASSIFICATION—BOOKS, p. 31—99. n, Margaret Introduction to cataloguing and the classifica- tion of books.
--------------	-----	---------------------------------------------------------------------------------------------------------------------

'See' and 'see also' References

Under one star (x) 1 'LIBRARIES—CLASSIFICATION' and 2 'LIBRARY CLASSIFICATION' are given which will give rise to two 'See' references and from two stars (xx) 1 'CATALOGUING'; 2 'LIBRARY SCIENCE' and 3 'SUBJECT HEADINGS' on which material is available, may be selected for 'see also' references ;

(315)

LIBRARIES—CLASSIFICATION

See

CLASSIFICATION—BOOKS.

(316)

LIBRARY—CLASSIFICATION

See

CLASSIFICATION—BOOKS.

(317)

CATALOGUING

See also

CLASSIFICATION—BOOKS.

(318)

LIBRARY SCIENCE

See also

CLASSIFICATION—BOOKS.

(319)

SUBJECT HEADINGS

See also

CLASSIFICATION—BOOKS.

Main Entry in Classified Catalogue (Ccc)

(320)

2 : 55

J6

MANN (Margaret) ().
 Introduction to cataloguing and the classifica-
 tion of books. Ed 2.

3660

Class Index Entries in Classified Catalogue (Ccc)

Chain

2 = Library Science. (*Sought link*)
↓
2 : = (*False link*)
↓
2 : 5 = Technical Treatment in Library Sci-
ence. (*Unsought link*)
↓
2 : 55 = Cataloguing. (*Sought link*)

There are two sought links in the above chain. The Class Index Entries under these headings have already been prepared and need not be duplicated (*see entries no. 201 and 202*).

Cross Reference Entry in Classified Catalogue (Ccc)

A part of the book deals with the '*Classification of books*'. Its class number is provided as 2 : 51. It will give rise to a Cross Reference Entry. These entries may be called Main Entries for the parts of a book.

1 In the Leading section of a Cross Reference Entry, the Class Number from which the document is referred must be given in pencil.

2 In the next section the directing words '*See also*' are to be given.

3 In the third section the Call Number of the book is to be given.

4 In the fourth section the Heading of the Main Entry is to be given. In case of personal names the entry element may only be given otherwise the complete heading must be given.

5 In the last section the short title followed by the edition statement, if any and the place of occurrence in the form of 'P' or 'Chap' or 'Pt' or 'Sec' etc may be given.

Note: It is suggested that to distinguish Cross Reference Entries from Main Entries, the Cross Reference Entries may be prepared on red cards.

Pages 31—99 of this document are devoted to 'Classification' which will give rise to the following Cross Reference Entry :

(321)

	2 : 51	
		See also
		2 : 55 J6
		Mann.
tion		Introduction to cataloguing and the classifica- of books. P 31—99.

Class Index Entries in Classified Catalogue

It is to be remembered that the chain is also to be drawn from the Class Number of the part and the relevant Class Index Entries are to be prepared.

Chain

2 = Library Science. (*Sought link*)
 ↓
 2 : = (*False link*)
 ↓
 2 : 5 = Technical Treatment in Library Sci-
 ↓
 ence. (*Unsought link*)
 2 : 51 = Classification in Library Science.
 (*Sought link*)

(322)

CLASSIFICATION, LIBRARY SCIENCE.

For documents...Class Number

2 : 51

The Class Index Entry under the first sought link need not be prepared as it has already been prepared (*see entry no. 202*).

Title page

Note : See title page no. 99. For Main Entries see entries no. 219 and 223. For Subject Entries in Dictionary Catalogue see entries no. 220, 221 and 222. For Class Index Entries in Classified Catalogue see entries no. 224, 225 and 226.

Subject Analytical Entries in Dictionary Catalogue (*Sears list*)

The Specific Subject of this part of the book should be '*Bibliography of J.M. Keynes*'. According to *Sears list*, 'BIBLIOGRAPHY' may be used as subdivision with the names of persons. Hence the following subject heading may be constructed for the Subject Analytical Entry :

KEYNES, J.M.—BIBLIOGRAPHY.

Note : In the following Subject Analytical Entries, the heading of Subject Analytical Entry with the heading of main entry is given. The rest will be the copy of the main entry.

(323)

XxM83 : g H7	685.	KEYNES, J.M.—BIBLIOGRAPHY, p. 663— Harris, Seymour E., ed.
		<i>Rest as main entry</i>

'See' Reference Entry in Dictionary Catalogue

(324)

BIBLIOGRAPHY

See also

KEYNES, J.M.—BIBLIOGRAPHY.

Cross Reference Entry in Classified Catalogue (Ccc)

(325)

XxM83aN5

See also

XxM83 : g H7

Harris, Ed.

New economics. P 663-685.

Chain

X = Economics. (*Sought link*)

↓

Xx = Works in Economics. (*Unsought link*)

↓

XxM83 = J M Keynes' Works in Economics.

↓

(*Sought link*)XxM83a = J M Keynes' Bibliography. (*Sought link*)

↓

(*link*)XxM83aN = (*False link*)

↓

XxM83aN5 = (*False link*)

Class Index Entries in Classified Catalogue

(326)

BIBLIOGRAPHY—KEYNES (J M) (1883).

For documents...Class Number

XxM83a

Note : Class Index Entries for the two upper sought links have already been prepared hence need not be duplicated (see entries no. 225 and 226).

Title page

1 See title page no. 102. For main entries see entries no. 246 and 252.

2 For subject entries in Dictionary Catalogue see entries no. 247, 248, 249, 250 and 251.

3 For Class Index Entries in Classified Catalogue see entries no. 253 and 254.

Subject Analytical Entry in Dictionary Catalogue (*Sears list*)

The specific subject of this part may be represented by the subject heading 'ENGINEERING' according to *Sears list*. Many terms appear under one star (x) and two stars (xx) but none seems to be appropriate for preparing references because under these headings material is not available in the library. The following subject analytical entry may be prepared :

(327)

B0bC K2	Dettman, John W	ENGINEERING, p. 184—291.
		<i>Rest as main entry</i>

Cross Reference Entry in Classified Catalogue (*Ccc*)

(328)

	B0bD	
		See also B0bC K2 Dettman. Mathematical methods in physics and engineer- ing. P 184—291.

Chain

B = Mathematics. (*Sought link*)
 ↓
 B0 = (*False link*)
 ↓
 B0b = (*False link*)
 ↓
 B0bD = (Engineering biasing Mathematics.
 (*Sought link*)

Class Index Entry in Classified Catalogue (*Ccc*)

(329)

ENGINEERING biasing MATHEMATICS.

For documents...Class Number

B0bD

Note : *The Class Index Entry for the first sought link has already been prepared (see entry no. 254).*

There is no limitation as regard the number of such entries for one document. Many publications may require one Subject Analytical or Cross Reference Entry and few may require more than one. In some cases the book and Analytical Entry may be by different authors. For example see the title page given below :

108 Title page

Three in One/Hamlet/By/Shakespeare/Pride and Prejudice/
 By/Jane Austen/and/A Tale of Two Cities/By/Charles Dickens/
 Edited with Notes and Introduction/By/Rajendra Prasad Agrawal/
 Friends Book Store/Indore/1965.

O111xM K5 54925 Pages 675 with illustrations

Class No. for pt. 1 O111, 2J64,53 P. 1—211.

Class No. for pt. 2 O111, 3L75,5 P. 213—509.

Class No. for pt. 3 O111, 3M ,3 P. 511—675.

Main Entry in Dictionary Catalogue (*Ala*) and (*AACR*, 1967)

(330)

O111xM
K5

Agrawal, Rajendra Prasad, ed.

Three in one. Indore : Friends Book Store, 1965.
675 p.
Contents : Hamlet, by Shakespeare.—Pride and prejudice, by Jane Austen.—A Tale of two cities, by Charles Dickens.

54925

Note : This work is not a work of joint authorship because the contribution of each author is separate and distinct and constitute a part of the whole. It is a composite work hence entered under the name of the editor.

Subject Entries in Dictionary Catalogue (*Sears list*)

The specific subject of the book is 'ENGLISH LITERATURE—COLLECTIONS' as given on page 225 in *Sears list*. Hence the following specific subject entry may be prepared. Under one star (x) 'COLLECTIONS OF LITERATURE' is given for preparing 'See' reference entry and under two stars (xx) 'LITERATURE—COLLECTIONS' is given for preparing 'See also' reference entry over which material is available in the library.

Specific Subject Entry in Dictionary Catalogue

(331)

O111xM
K5

ENGLISH LITERATURE—COLLECTIONS.
Agrawal, Rajendra Prasad

Rest as main entry

'See' Reference Entry

(332)

COLLECTIONS OF LITERATURE
 See
 ENGLISH LITERATURE—COLLECTIONS.

'See also' Reference Entry

(333)

LITERATURE—COLLECTIONS.
 See also
 ENGLISH LITERATURE—COLLECTIONS.

Subject Analytical in Dictionary Catalogue (*Sears list*)

There is no need to prepare Subject Analytical Entries in this case because the parts of the book are consisted of literary works of individual authors which are known by their respective authors and titles.

Main Entry in Classified Catalogue (*Ccc*)

(334)

	O111xM K5	
	AGRAWAL (Rajendra) Prasad (), Ed.	
	Three in one etc.	
54925		

Class Index Entries in Classified Catalogue (*Ccc*)

Chain

O	= Literature. (<i>Sought link</i>)
	↓
O1	= Indo-European Literature. (<i>Unsought link</i>)
	↓
O11	= Teutonic Literature. (<i>Unsought link</i>)
	↓
O111	= English Literature. (<i>Sought link</i>)
	↓
O111x	= Works in English literature. (<i>Sought link</i>)
	↓
O111xM	= (<i>False link</i>)

There are three sought links in the above chain which will give rise to the following Class Index Entries :

(335)

WORKS, ENGLISH, LITERATURE.

For documents...Class Number

O111x

The Class Index Entries from the first two upper sought links have already been prepared and need not be duplicated (*see entries no. 302 and 303*).

Cross Reference Entries in Classified Catalogue (Ccc)

(336)

	O111.2J64.53
	<i>See also</i>
	O111xM K5
	Agrawal, <i>Ed.</i>
	Three in one. P 1 — 211.

(337)

	O111.3L75.5
	<i>See also</i>
	O111xM K5
	Agrawal, <i>Ed.</i>
	Three in one. P 213 — 509.

(338)

	O111.3M .3
	<i>See also</i>
	O111xM K5
	Agrawal, <i>Ed.</i>
	Three in one. P 511 — 675.

Note : Class number upto O111 is common to the Class Number of the book and to all the parts. Hence there is no

need to draw the chain for this part of Class Number. The chains for the rest of the parts are given below :

First Chain

O111,	=	(False link)
	↓	
O111,2	=	English Drama (<i>Sought link</i>)
	↓	
O111, 2J64	=	William Shakespeare's Plays.
	↓	(<i>Sought link</i>)
O111, 2J64,	=	(False link)
	↓	
O111, 2J64,53	=	Hamlet. (<i>Sought link</i>)

Second Chain

O111,	=	(False link)
	↓	
O111,3	=	English Fiction. (<i>Sought link</i>)
	↓	
O111,3L75	=	Jane Austen's Fiction. (<i>Sought link</i>)
	↓	
O111,3L75,	=	(False link)
	↓	
O111,3L75,5	=	Pride and prejudice. (<i>Sought link</i>)

Third Chain

O111,	=	(False link)
	↓	
O111,3	=	English Fiction. (<i>Sought link</i>)
	↓	
O111,3M	=	Charles Dickens' Fiction (<i>Sought link</i>)
	↓	
O111,3M ,	=	(False link)
	↓	
O111,3M , 3	=	A Tale of Two Cities. (<i>Sought link</i>)

Class Index Entries in Classified Catalogue (Ccc)

(339)

HAMLET.

For documents...Class Number O111,2J64,53

(340)

SHAKESPEARE (William) (1564).

For documents...Class Number O111,2J64

(341)

DRAMA, ENGLISH.

For documents...Class Number O111,2

(342)

PRIDE AND prejudice.

For documents...Class Number O111,3L75,5

(343)

AUSTEN (Jane) (1775—1817), FICTION.

For documents...Class Number O111, 3L75

(344)

FICTION, ENGLISH.

For documents...Class Number O111,3

(345)

A TALE of two cities.

For documents...Class Number O111,3M , 3

(346)

DICKENS (Charles) ().

For documents...Class Number

O111, 3M

Note : There is no need to prepare the last Class Index Entry of the third chain with the heading 'FICTION, ENGLISH' because it has already been derived from the second chain.

109 Title Page

Heat and Light / Edited by / Ram Narain Mital / Modern Book House / Aligarh / 1965.

C K5 295 pages with diagrams, illus. etc. 57421

Part I Heat by Shyam Narain Goel, Class No. C4
P1 — 155.

Part II Light by Ram Chandra Tayal, Class No. C5
P156 — 295.

Main Entry in Dictionary Catalogue (*Ala*) & (*AACR*, 1967)

(347)

C		
K5	Mital, Ram Narain.	ed.
	Heat and light. Aligarh, Modern Book	
	House, 1965.	
	295 p. illus.	
57421		

Specific Subject Entry in Dictionary Catalogue (*Sears list*)

(348)

C		PHYSICS.
K5	Mital, Ram Narain,	ed.
		<i>Rest as main entry</i>

'See also' Reference Entry

(349)

SCIENCE

See also

PHYSICS.

Subject Analytical Entry in Dictionary Catalogue : (Book and Analytical Entry by different authors)

(350)

C K5	HEAT, p. 1-155. Goel, Shyam Narain, Mital, Ram Narain, ed.
	<i>Rest as main entry</i>

(351)

C K5	LIGHT, p. 156-295. Tayal, Ram Chandra Mital, Ram Narain ed.
	<i>Rest as main entry</i>

'See' & 'See also' Reference Entries

(352)

COLD

See

HEAT.

(353)

TEMPERATURE

See also

HEAT.

(354)

THERMODYNAMICS

See also

HEAT.

(355)

RADIATION

See also

LIGHT.

(356)

PHYSICS

See also

LIGHT.

Main Entry in Classified Catalogue (Ccc)

(357)

C	K5
MITAL (Ram Narain) (), <i>Ed.</i> Heat and light.	
57421	

Class Index Entry in Classified Catalogue (Ccc)

(358)

PHYSICS.

For documents...Class Number

C

Cross Reference Entries in Classified Catalogue (Ccc)

(359)

C4	
See also C K5 Mital, <i>Ed.</i> Heat and light. P1—155.	

(360)

C5	
See also C K5 Mital, <i>Ed.</i> Heat and light. P 156—295.	

Class Index Entries in Classified Catalogue (Ccc)**First Chain****Second Chain**C = Physics. (*Sought link*)C = Physics. (*Sought link*)

↓

↓

C4= Heat. (*Sought link*)C5= Light. (*Sought link*)

(361)

HEAT.

For documents...Class Number

C4

(362)

LIGHT.

For documents...Class Number

C5

Note : *A Class Index Entry under 'PHYSICS' has already been prepared above which is common to these chains also. Hence need not be duplicated.*

**PART TWO : SIMPLE BOOK
SECTION D : BOOK INDEX
ENTRIES**

23

Book Index Entries

**I Added Entries Derived from the Heading Section
of the Main Entry**

**Single Personal Author : Author Entry in Dictionary
Catalogue**

Since the main entry is the author entry there is no need to prepare it again because the main entry will satisfy the author approach.

Classified Catalogue Code

According to the *Classified catalogue code* all the added entries are to be derived from the main entry. Book Index Entries are to be derived from the heading section, title section and notes section of the main entry. They satisfy all other approaches of the readers except subject approach.

Single Personal Author : Author Entry in Classified Catalogue (Ccc)

A Book Index Entry is to be prepared under the heading of the main entry unless it has been used as the heading of

a Class Index Entry. In the second section the 'short title' of the document is to be given commencing from the second vertical followed by 'information regarding edition' if any. The 'call number' of the book is to be given as third section as far as right possible either in the same line where the title section ends, provided there is sufficient space, otherwise in the next line.

Title Page

Note : See title page no. 1 and for main entry see entry no. 2.

Author Entry in Classified Catalogue (Ccc) : Multiple Card System (363)

	RANGANATHAN (Shiyali Ramamrita) (1892).
--	------------------------------------------------

	Classified catalogue code. Ed 4.
--	----------------------------------

	2 : 551N3 qN58
--	----------------

Author Entry in Classified Catalogue (Ccc): Unit Card System (364)

	RANGANATHAN (Shiyali Ramamrita) (1892).
--	------------------------------------------------

	RANGANATHAN (Shiyali Ramamrita) (1892).
for	Classified catalogue code with additional rules dictionary catalogue code. Ed 4. (Madras Library Association, publication series. 24).

	2 : 551N3 qN58
--	----------------

Title page

Note : See title page no. 98 and for main entry see entry no. 204.

There is no need to prepare the author entry because a Class Index Entry has already been prepared under the author viz 'Kalidasa' vide Ccc rule no. MK11 (see entry no. 207).

Joint Personal Authors (Two) in Dictionary Catalogue**Title page**

Note : See title page no. 5 and for main entries see entries no. 9 & 10.

Added Entry under the Second Author : Unit Card System

(365)

914		Mansfield, A	J
PPN	Pow	rie, P	J
<hr/>			
	Ma	North-West Europe, by P.J. Powrie and A J.	
16699		nsfield. London, George G. Harrap, c1959,	
		528p. illus	

Added Entry under the Second Author : Multiple Card System (Short Form)

(366)

914		Mansfield, A	J
PPN			
	Pow	rie, P	J
		North-West Europe.	

Important : From now onward unless otherwise indicated added entries are prepared according to unit card system in Dictionary Catalogue and according to multiple card system in Classified Catalogue.

Joint Personal Authors (Two) in Classified Catalogue (Ccc)**Added Entries under Authors**

(367)

	PO	WRIE (PJ) () and MANSFIELD (AJ) ().
		North-West Europe. 914 PPN

(368)

	MA	NSFIELD (AJ) () and POWRIE (PJ) ().
		North-West Europe. 914 PPN

Joint Personal Authors (More Than Two) in Dictionary Catalogue

Title Page

Note : See title page no. 6 and for main entries see entries no. 11 & 12.

Added Entries under the Second and Third Author

(369)

V2.N5 J8	All	Haig, Sir Wolseley an, J
		<i>Rest as main entry</i>

(370)

V2.N5 J8	All	Dodwell, H H an, J
		<i>Rest as main entry</i>

Joint Personal Authors (More than Two) in Classified Catalogue (Ccc)

Added Entry under the first Author

(371)

	ALL	AN (J) () etc.
		Cambridge shorter history of India. V2.N5 J8

Note : In case of more than two Joint Authors, one added entry only under the first author is to be derived from the Heading Section.

Joint Personal Authors (More Than Three) in Dictionary Catalogue

In case of more than three Joint Personal Authors, it is not necessary to prepare added entries under all of them. The added entries may be prepared under the important authors or only under those authors where readers are likely to look up for the document.

Corporate Author in Dictionary Catalogue

Since the main entry is the author entry there is no need to prepare it again because the main entry will satisfy author approach.

Corporate Author in Classified Catalogue (Ccc)

Title page

Note : See title page no. 17 and for main entry see entry no. 34.

(372)

	IND	IA. SCIENTIFIC AND CULTURAL AFFAIRS
	(Ministry of—).	
	Studies in social tensions among the refugees from Eastern Pakistan.	301.1 IND

Title page

Note : See title page no. 22 and for main entry see entry no. 44.

There is no need to prepare any entry under the heading of the main entry in this case because a Class Index Entry has already been prepared (see entry no. 306)

Pseudonymous works in Dictionary Catalogue

Since the main entry is the author entry, there is no need to prepare it again because the main entry will satisfy the author approach.

Pseudonymous Works in Classified Catalogue (Ccc)**Title page**

Note : See title page no. 39 and for main entry see entry no. 77.

(373)

CO	LT(Clem), <i>Psued.</i> (ie Nelson Carol Nye).		
	No tomorrow.	O111,3N05,21	J3

Collaborator Heading in Dictionary Catalogue

Since the main entry has been prepared under the name of the collaborator, there is no need to prepare an added entry under it because the main entry will satisfy that approach.

Collaborator Heading in Classified Catalogue (Ccc)**Title page**

Note : See title page no. 42 and for main entry see entry no. 83.

(374)

JEF	FARES (A N) (), <i>Ed.</i>		
	Seven centuries of poetry. New ed.	821	JEF

Two or more Collaborators

Two or more collaborators are to be dealt with on the analogy of the two or more authors in Dictionary Catalogue as well as in Classified Catalogue.

Title Heading in Dictionary Catalogue

Since the main entry is prepared under the title of the document, there is no need to prepare another entry under the title because the main entry will satisfy the title approach.

Title Heading in Classified Catalogue (Ccc)**Title page**

Note : See title page no. 46 and for main entry see entry no. 91.

(375)

	WH	O'S WHO	in India.	
			w44, N	K0

Important : These are the few representative examples of the added entries derived from the heading section in Dictionary Catalogue and Classified Catalogue. The other entries may also be prepared on the same pattern.

II Added Entries Derived from the Title Section of the Main Entry

Collaborator Entries in Dictionary Catalogue

The added entries must be prepared under collaborators included in the title section other than the Introduction writer, Foreword writer, Illustrator etc. unless their roles are very important.

Collaborator Entries in Classified Catalogue

1. In the heading section, the name (s) of collaborator (s) are to be given with their role (s).

2. In the second section, the heading of the main entry is to be given with the descriptive element, if any. (In case of personal name (s) it is sufficient to give the entry element only). After putting colon (:), the short title of the document and information regarding edition, if any, is to be given.

3. The call number of the document is to be given as third section on the pattern of author entry.

Title page

Note : See title page no. 106 and for main entries see entries no. 295 & 297.

Collaborator Entry in Dictionary Catalogue

(376)

O111,3M19wl B5	Cross, J W Cross, Mary Ann Evans, 1819	,ed.
-------------------	-------------------------------------------	------

Rest as main entry

Collaborator Entry in Classified Catalogue (Ccc)

(377)

CR	CROSS (J W) (). <i>Fd.</i>
----	-----------------------------

her	Elot, <i>Pseud</i> : [Her] life as related in letters and journals. O111,3M19wl B5
-----	------------------------------------------------------------------------------------

Title page

Note : See title page no. 81 and for main entries see entries no. 160 & 161.

Collaborators Entries in Dictionary Catalogue

(378)

wM69 I8	Growth, Catherine D Rolland, Romain	,tr.
------------	----------------------------------------	------

Rest as main entry

(379)

wM69 18	Chatterji, N Rolland, Romain	N	, ed
	<i>Rest as main entry</i>		

Collaborators Entries in Classified Catalogue (Ccc)

(380)

	GR OWTH (Catherine D) ()	Tr.
	Rolland : Gandhi.	wM69 18

(381)

	CHATTERJI (N N) ()	Ed.
	Rolland : Gandhi.	wM69 18

Two Collaborators of One Kind

Title page

Note : See title page no. 79 and for main entries see entries no. 156 & 157.

Collaborator Entries in Dictionary Catalogue

(382)

S'44 J6	Shepherd, A Steiner, Rudolf	P	, tr and ed.
	<i>Rest as main entry</i>		

(383)

S : 44 J6	Nicoll, Mildred Robertson, ,tr and ed. Steiner, Rudolf
--------------	-----------------------------------------------------------

Rest as main entry

Collaborators Entries in Classified Catalogue (Ccc)

(384)

SHEPHERD (A P) () and NICOLL (Mildred Robertson) (), <i>Tr</i> and <i>Ed.</i> Redemption of thinking. Ed 2.	S : 44 J6
---------------------------------------------------------------------------------------------------------------------	-----------

(385)

NICOLL (Mildred Robertson) () and SHEPHERD (A P) (), <i>Tr</i> and <i>Ed.</i> Redemption of thinking. Ed 2.	S : 44 J6
---------------------------------------------------------------------------------------------------------------------	-----------

More Than Two Collaborators of One Kind**Title page**

Note : See title page no. 80 and for main entries see entries no. 158 & 159.

Collaborator Entry in Dictionary Catalogue

(386)

Allen, T W ,ed. Homerus

Rest as main entry

Collaborator Entries in Classified Catalogue (Ccc)

(387)

ALLEN(T W) ()etc, <i>Ed.</i> Homerus : Hymns. Ed 2.

Important : These are the few representative examples. In the similar manner the collaborator entries may be prepared whenever necessary.

Title Entries in Dictionary Catalogue

There is no definite policy about title entries in Dictionary Catalogue. Some cataloguists are of the opinion that title entries should always be prepared unless and until the first word (or words) is the same as that of the subject heading for that book. Some cataloguists prefer to omit title entries in cases of titles beginning with common introductory words like '*Introduction to Cataloguing*', '*Fundamentals of Cataloguing*', and '*Principles of Cataloguing*' etc. because readers generally do not remember them. In such cases '*catchword title entries*' may be prepared. Suppose the title of the document is '*Introduction to Cataloguing*', the catchword title entry in this case should be 'Cataloguing, Introduction to'. In their opinion title entries should also be omitted for indistinctive and non-striking titles such as '*The History of India*', '*Coffee in India*', '*More Stories from Arabian nights*' etc. An ever included category for the title entry is the literary work of an individual author i.e. fiction, drama and poetry etc.

Title Entries in Classified Catalogue

A title entry is to be prepared only if the title is fanciful, or if it contains a proper noun, or if it is treated in usage as a proper noun; provided it has not been used as the heading of the main entry or a class index entry.

The following information is to be given in a title entry :

1 Short title of the document is to be given in the heading section by putting first two words in block capitals.

2 In the second section, the heading of the main entry is to be given preceded by the word 'By' or 'Ed by' or as the case may be. In case of personal name(s), it is sufficient to give entry element(s) alone.

3 The call number of the document is to be given as third section on the pattern of author entry.

Title page

Note : See title page no. 1 and for main entries see entries no. 1 & 2.

Title Entry in Dictionary Catalogue : Unit Card System

(388)

2 : 551N3		Classified catalogue code.
qN58	Ran	ganathan. Shivali Ramamrita, 1892
		Classified catalogue code with additional rules for dictionary catalogue code. 4th ed. Madras, Madras Library Association, 1958.
11497	pub	605p. (Madras Library Association, publication series, v. 24).

Title Entry in Dictionary Catalogue : Multiple Card System (Short Form)

(389)

2 : 551N3		Classified catalogue code. 4th ed.
qN58	Ran	ganathan, Shiyali Ramamrita, 1892

Title Entry in Classified Catalogue (Ccc)

In this case the title entry may be prepared as this title is treated as a proper noun in usage. But it has already been used as the heading of a class index entry of the book (see entry no. 199). Hence the title entry need not be prepared.

Title page

Note : See title page no. 3 and for main entries see entries no. 5 & 6.

Title Entry in Dictionary Catalogue

In this case the title entry need not be prepared because the specific subject of the book is 'CATALOGUING' under

which a specific subject entry should be prepared which will also satisfy title approach.

Title Entry in Classified Catalogue (Ccc)

Title entry need not be prepared as the title is neither fanciful nor contains a proper noun.

Title page

Note : See title page no. 104 and for main entries see entries no. 262 & 269.

(390)

Title Entry in Dictionary Catalogue

D650aB28	Giant brains or Machines that think.
K1	Berkeley, Edmund Callis
	<i>Rest as main entry</i>

Note : Under the alternative title 'Machines that think' a reference may be prepared.

Title Entry in Classified Catalogue (Ccc)

Title entry must be prepared as it is a case of fanciful title.

(391)

GIA	NT BRAINS or Machines that think.
By Berkeley.	D650aB28 K1

Note : Under the alternative title 'Machines that think', a reference may be prepared.

Title page

Note : See title page no.98 and for main entries see entries no. 203 & 204.

Title Entry in Dictionary Catalogue

(392)

O15,1D40,1 K1	Kali	(The)Meghaduta or Cloud messenger. dasa
------------------	------	--------------------------------------------

Rest as main entry

Note : Under the alternative title 'Cloud messenger', a reference may be prepared.

Title Entry in Classified Catalogue (Ccc)

It is also a case of fanciful title but it need not be provided with the title entry as two class index entries have already been prepared under 'Meghaduta or Cloud messenger' and 'Cloud Messenger' (see entries no. 205 & 206). In case of fiction, drama, and poetry, the last link will give the title of the document and it will give rise to a class index entry. Hence title entry need not be prepared in such cases.

Title page

Note : See title page no. 51 and for main entries see entries no. 100 & 101.

Title Entry in Dictionary Catalogue

Title entry need not be prepared because the main entry is prepared under the title. Hence it will satisfy the title approach.

Title Entry in Classified Catalogue

The title of the book contains a proper noun. It must be provided with the following Title Index Entry.

(393)

BLA	CK'S VETERINARY dictionary.
-----	-----------------------------

By Miller and West.	RR 636.08903	BMV
---------------------	--------------	-----

Title page

Note : See title page no. 6 and for main entries see entries no. 11 & 12.

Title Entry in Dictionary Catalogue

(394)

V2. N5 J8	Ala	n, J	The Cambridge shorter history of India.
--------------	-----	------	-----------------------------------------

Rest as main entry

Title Entry in Classified Catalogue (Ccc)

(395)

CA	MBRIDGE SHORTER history of India.
----	-----------------------------------

By Allan etc.

V2.N5 J8

Title page

Note : See title page no. 4 and for main entries see entries no. 7 & 8.

Title Entry in Dictionary Catalogue

(396)

V2. N5 J8	Gok	hale, G B	(The) Making of the Indian nation.
--------------	-----	-----------	------------------------------------

Rest as main entry

Title Entry in Classified Catalogue (Ccc)

(397)

MA	KING OF the Indian nation.
----	----------------------------

By Gokhale.

V2.N5 J8

Title page

Note : See title page no. 2 and for main entries see entries no. 3 & 4.

Title Entry in Dictionary Catalogue

(398)

V2.C699	Asoka.
J5	[Mu kerji], Radha Kumud, 1884

Rest as main entry

Title Entry in Classified Catalogue (Ccc)

Though the title of the document contains a proper noun but its title is eligible to be used as the heading of a class index entry. Hence no title entry is required.

Title page

Note : See title page no. 39 and for main entries see entries no. 76 & 77.

Title Entry in Dictionary Catalogue

(399)

Olll, 3N05,21	No tomorrow.
J3	[Nye, Nelson Carol], 1905

Rest as main entry

Title Entry in Classified Catalogue

The title of this document is eligible to be used as the heading of a class index entry and hence title entry need not be prepared.

Title page

Note : See title page no. 102 and for main entries see entries no. 246 & 252.

Title Entry in Dictionary Catalogue

(400)

B0bC K2	Det	Mathematical methods in physics and engineering. tman, John W
		<i>Rest as main entry</i>

Title Entry in Classified Catalogue (Ccc)

Title entry need not be prepared because it is neither the case of fanciful title nor the title of the document contains a proper noun.

Title page

Note : See title page no. 27 and for main entries see entries no. 53 & 54.

Title Entry in Dictionary Catalogue

(401)

2 : 55N08 qH9	(A. L. A.) Cataloguing rules for author and title entries. American Library Association. Division of <i>Cataloguing and Classification.</i> <i>Rest as main entry</i>
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Title Entry in Classified Catalogue (Ccc)

Title entry need not be prepared because it is neither the case of fanciful title nor the title of the document contains a proper noun.

Important : Above are the few representative examples of title entries. In the similar manner the title entries may be prepared whenever necessary.

III Added entries derived from the Notes Section**Series Note****Title Page**

Note : See title page no. 1 and for main entries see entries no. 1 & 2.

Series Entry in Dictionary Catalogue : Unit Card System

(402)

2: 551N3 qN58	<div>Madras Library Association, publication series, v. 24 :</div> <div>Ranganathan, Shiyali Ramamrita, 1892</div>
11497	<div>Classified catalogue code with additional rules for dictionary catalogue code. 4th ed. Madras : Madras Library Association, 1958.</div> <div>605p 22 cm. (Madras Library Association, publication series, v. 24).</div>

Series Entry in Dictionary Catalogue : Multiple Card System

(403)

2: 51N3 qN58	<div>Madras Library Association, publication series :</div> <div>24 Ranganathan, Shiyali Ramamrita, 1892</div> <div>Classified catalogue code. 4th ed.</div>
-----------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------

Series Entry in Classified Catalogue

There are three sections in a series entry :

- 1 The Heading : Name of the series as given in the main entry omitting the name (s) of editor (s) and serial number, if any.
- 2 The Second Section : (i) The serial number of the book in the series putting it between first and second vertical.
(ii) The Heading of the main entry commencing from the second vertical in the same line, followed by the

descriptive element, if any. In the case of name of a person, the entry element alone is to be given otherwise the complete heading is to be given.

(iii) a colon, and

(iv) The main title of the document followed by the information regarding edition, if any.

Note : (ii) and (iii) may be omitted if the heading is the title.

3 The Index Number : The call number of the book as given in the main entry either in the same line where the second section ends if sufficient space otherwise in the next line as far as right possible.

Series Entry in Classified Catalogue : Multiple Card System

(404)

MADRAS LIBRARY ASSOCIATION, PUBLI-
CATION SERIES.

24 Ranganathan : Classified catalogue code. Ed4. 2: 551N3 qN58

Series Entry in Classified Catalogue : Unit Card System

(405)

MADRAS LIBRARY ASSOCIATION. PUBLI-
CATION SERIES. 24.

RANGANATHAN (Shiyali Ramamrita) (1892). Classified catalogue code with additional rules for dictionary catalogue code. Ed 4. (Madras Library Association. publication series. 24). 11497 2:551N3 qN58

Series Entry with One or More Editors

Dictionary Catalogue

In Dictionary Catalogue the name(s) of editor(s) is/are not

to be included in the series note of the main entry. Hence upto three names of editors, the names may be included in the heading of the series entry. In case of more than three names, the first mentioned name is to be given which should be followed by the words 'and others'. Added entries are not usually prepared under the name (s) of editors.

Title Page

Note : See title page no. 84 and for main entries see entries no. 166 & 167.

Series Entry in Dictionary Catalogue

(406)

T:3		Education for living series, ed. by
J 7		H. H. Remmers, 6 :
	Tra	xler, Arthur E

Rest as main entry

Classified Catalogue

The presence of the name(s) of editor(s) does not make any difference in the series entry as their name(s) is/are not to be included in the series entry.

Series Entry in Classified Catalogue

(407)

	EDU	CATION FOR LIVING SERIES.	
	6	Traxler : Techniques of guidance.	T:3 J7

Title Page

Note : See title page no. 85 and for main entries see entries no. 168 & 169.

Series Entry in Dictionary Catalogue

(408)

J: 1		Wiley farm series, ed. by A. K. Getman and
H9	Cox.	E. R. Eastman, 26:
		Joseph F

Rest as main entry

Series Entry in Classified Catalogue (Ccc)

(409)

WILEY FARM SERIES.

26 Cox : Crop management and soil
conservation. Ed 2. J : 1 H9

Title page

Note : See title page no. 86 and for main entries see entries no. 170 & 171.

Series Entry in Dictionary Catalogue

(410)

C56		Monographs on the physics and chemistry of
J7	Smith, R	materials, ed. by Willis Jackson [and others], 1:
		A

Rest as main entry

Series Entry in Classified Catalogue (Ccc)

(411)

MONOGRAPHS ON THE PHYSICS AND
CHEMISTRY OF MATERIALS.1 Smith etc. : Detection and measurement of
infra-red radiation. C56 J7

Multiplicity of Series

Title page

Note : See title page no. 88 and for main entries see entries no. 174 & 175.

It will give rise to two series entries as the book has found place in two series.

Series Entries in Dictionary Catalogue

(412)

2:51N3 qN60	Ran	Ranganathan series in library science, 4. ganathan, Shiyali Ramamrita, 1892
		<i>Rest as main entry</i>

(413)

2:51N3 qN60	Ran	Madras Library Association, publication series, 26. ganathan, Shiyali Ramamrita. 1892
		<i>Rest as main entry</i>

Series Entries in Classified Catalogue (Ccc)

(414)

		RANGANATHAN SERIES IN LIBRARY SCIENCE.
4		Ranganathan : Colon classification. Ed 6. 2:51N3 qN60

(415)

		MADRAS LIBRARY ASSOCIATION, PUBLI- CATION SERIES.
26		Ranganathan : Colon classification. Ed 6. 2:51N3 qN60

Interdependence of Series

Title page

Note : See title page no. 89 and for main entries see entries no. 176 & 177.

Series Entries in Dictionary Catalogue

(416)

574.973 HAU	Grosset's library of practical hand-books, 19 : Hausman, Leon Augustus
	<i>Rest as main entry</i>

(417)

574.973 HAU	Birds and wild flowers series, 3 : Hausman, Leon Augustus
	<i>Rest as main entry</i>

Series Entries in Classified Catalogue (Ccc)

(418)

	GROSSET'S LIBRARY OF PRACTICAL HAND-BOOKS.
	19 Hausman : Field guide for birds, wild flowers and nature study. 574.973 HAU

(419)

	GROSSET'S LIBRARY OF PRACTICAL HAND-BOOKS, BIRDS AND WILD FLOWERS SERIES.
	3 Hausman : Field guide for birds, wild flowers and nature study. 574.973 HAU

Alternative Name Series

Title page

Note : See title page no. 90 and for main entries see entries no. 178 & 179.

Series Entry in Dictionary Catalogue

(420)

O15,1D40,3 K2	Ka	Chowkhamba Sanskrit series or Varanasi Sanskrit granthamala, 25 : lidas
		Rest as main entry

Series Entry in Classified Catalogue (Ccc)

(421)

CHO	WKHAMBA SANSKRIT SERIES or VARANASI SANSKRIT GRANTHMALA. 25 Kalidas : Abhigyan Shakuntalam.
	O15,1D40,3 K2

Note : Only one series entry is to be prepared in such cases. Under alternative name of series a Reference is to be prepared.

Added Entries Derived from 'Extract Note'

Title page

Note : See title page no. 91 and for main entry see entry no. 181.

Extract Index Entry in Classified Catalogue (Ccc)

(422)

THO	MAS(P)().
	Story of the cultural empire of India. P 182—196 printed as Thomas : India in Hien Tsang's time. 954.01 THO

Added Entries Derived from 'Change of Title Note'**Title page**

Note : See title page no. 93 and for main entries see entries no. 184, 185, 186 & 187.

Dictionary Catalogue (Both Editions are in the Library)

If Both the editions are available in the library, in case of 'change of title' of a book, the 'Change of Title Note' gives rise to no added entries.

Dictionary Catalogue (First Edition is not in the Library)

Suppose the first edition of the book entitled '*Spirit of Islam*' is not available in the library. In such case there will be only one main entry no. 184 and one title entry under 'Quintessence of Islam'. In addition to these two entries the following two references should also be prepared.

Author Reference in Dictionary Catalogue for Book with Changed Title (Book not in the Library)

(423)

Asfaque Hussain

The spirit of Islam.

see his

(The) Quintessence of Islam.

Title Reference in Dictionary Catalogue for Book with Changed Title (Book not in the Library)

(424)

(The) Spirit of Islam, see

Asfaque Hussain

(The) Quintessence of Islam.

Classified Catalogue

In case of 'Change of Title Note', two Author Index Entries are to be prepared in the following manner :

Author Index Entries in Classified Catalogue (Ccc)

(425)

ASF	AQUE HUSSAIN ().	
	Spirit of Islam.	Q7 J6
	"Published later as Quintessence of Islam. Ed 2."	

(426)

ASF	AQUE HUSSAIN ().	
	Quintessence of Islam. Ed 2.	Q7 K0
	"Published previously as Spirit of Islam."	

Note : If only one of the edition of this book is available in the library, even then both these Author Index Entries may be prepared for the guidance of the readers, reference staff and to avoid unintended duplication.

**PART TWO : SIMPLE BOOK
SECTION E : NAME REFERENCES
& CROSS REFERENCE
INDEX ENTRIES**

24

**Name References & Cross Reference
Index Entries**

Cross Reference Index Entry as defined in Ccc Sec. FN 45 :
*General Added Entry referring from one word or set
of words to another synonymous word or set of words.*

Chief Characteristics of a Cross Reference Index Entry

1 These are general added entries which are to be shared by many documents. It must be remembered that every time while preparing Cross Reference Index Entries, the catalogue must be checked up and if an identical similar entry is already present in the catalogue, it should not be duplicated.

2 These entries do not provide direct information to the readers about the reading material. They simply direct the reader from one heading (which is likely to be brought up by some readers while looking up the catalogue) to another heading where he can get his desired information because it is preferred for use as the heading of the main entry or of a book index entry.

3 These entries are created by a compromise between law of parsimony and canon of sought heading.

4 These entries are derived from book index entries. Hence these are called as the added entries of 'second order of derivation'.

5 Call number or class number and title do not occur in these entries.

Purpose of Cross Reference Index Entries

The purpose of these entries is to direct the reader from one heading which he brings up to the catalogue to another equivalent heading under which he can find his desired or/and added information.

Sections of a Name Reference or Cross Reference Index Entry

There are three successive sections in a Cross Reference Index Entry :

- 1 Leading Section : Referred-from-Heading.
- 2 Second Section : The directing words like '*See*' or '*See also*' depending upon circumstances *i. e.* if both the terms given in Referred-from-Heading and Referred-to-Heading are used as the headings of book index entries, the directing words should be '*See also*' and if only the term or terms given in Referred-to-Heading are used in book index entries, the directing word should be '*See*'.
- 3 Third Section : Referred-to-Heading.

Types of Cross Reference Index Entries (Cce)

- 1 Alternative name entry;
- 2 Variant-from-of-word entry ;
- 3 Pseudonym-real-name entry;

4 Editor of series entry; and

5 Generic name entry.

Alternative Name Entry in Dictionary Catalogue

(427)

Canon Doyle, Arthur

See

Doyle, Arthur Canon

(428)

Bernard Shaw, George

See

Shaw, George Bernard

(429)

Chanakya

See

Kautilya

(430)

Bharat

See also

India.

Title page

Note : *See title page no. 17 and for main entry see entry no. 33.*

(431)

India. *Scientific and Cultural Affairs,*
Ministry of

See

India. *Ministry of Scientific and Cultural Affairs.*

Title page

Note : *See title page no. 18 and for main entry see entry no. 35.*

(432)

Planning Commission. India

See

India. *Planning Commission.*

Title page

Note : See title page no. 22 and for main entry see entry no. 43.

(433)

Advisory Committee for Libraries. India.

See

India. Advisory Committee for Libraries.

Title page

Note : See title page no. 90 and for main entry see entry no. 178.

(434)

Varanasi Sanskrit granthamala.

See

Chowkhamba Sanskrit series.

Alternative Name Entry in Classified Catalogue

(435)

CANON DOYLE (Arthur) ().

See

DOYLE (Arthur Canon) ().

(436)

BERNARD SHAW (George) ().

See

SHAW (George Bernard) ().

(437)

(438)

CHANAKYA (). BHARAT.

See

See also

KAUTILYA (). INDIA.

Title page

Note : *See title page no. 17 and for main entry see entry no. 34.*

(439)

**INDIA MINISTRY OF SCIENTIFIC AND
CULTURAL AFFAIRS.**

See

**INDIA, SCIENTIFIC AND CULTURAL
AFFAIRS (Ministry of ———).**

Title page

Note : *See title page no. 18 and for main entry see entry no. 36.*

(440)

PLANNING (Commission), INDIA.

See

INDIA, PLANNING (Commission).

Title page

Note : *See title page no. 22 and for main entry see entry no. 44.*

(441)

**ADVISORY COMMITTEE FOR LIBRARIES,
INDIA.**

See

**INDIA, LIBRARIES (Advisory Committee
for ———).**

Title page

Note : *See title page no. 90 and for main entry see entry no. 179.*

(442)

VARANASI SANSKRIT GRANTHAMALA.

See

CHOWKHAMBA SANSKRIT SERIES.

Variant-Form-Of-Word Entry in Dictionary Catalogue

(443)

Mukhopadhyaya

See also

Mukerji.

(444)

Mookerji

See

Mukerji.

(445)

Mukerjee

See

Mukerji.

(446)

Mukherjee

See

Mukerji.

(447)

Mukherji

See

Mukerji

(448)

Mukerji

See also

Mukhopadhyaya.

Variant-Form-Of-Word Entry in Classified Catalogue (Ccc)

(449)

MUKHOPA-
DHYAYA.

See also

MOOKERJI.

MUKERJEE.

MUKERJI.

MUKHERJEE.

MUKHERJI.

(450)

MUKHERJI.

See also

MOOKERJI.

MUKERJEE.

MUKERJI.

MUKHERJEE.

MUKHOPA-

DHAYAYA.

(451)

MUKHERJEE.

See also

MOOKERJI.

MUKERJEE.

MUKERJI.

MUKHERJI.

MUKHOPA-

DHYAYA.

(452)

MUKERJI.

See also

MOOKERJI.

MUKERJEE.

MUKHERJEE.

MUKHERJI.

MUKHOPA-

DHAYAYA.

(453)

MUKERJEE.

See also

MOOKERJI.

MUKERJI.

MUKHERJEE.

MUKHERJI.

MUKHOPA-

DHYAYA.

(454)

MOOKERJI.

See also

MUKERJEE.

MUKERJI.

MUKHERJEE.

MUKHERJI.

MUKHOPA-

DHYAYA.

Similar entries may be prepared for 'Agrawal, Agarwal, Agrawala, Aggarwal'; 'Bandopadhyaya, Banerjee, Banerji, Banerjea and Bannerjea' etc. and for many other names of persons, corporate bodies and geographical entities etc.

In dictionary catalogue the documents may be entered under 'Mukerji' and 'Mukhopadhyaya' only whatever may be the spellings *i. e.* 'Mookerji' 'Mukerjee', 'Mukherjee', 'Mukherji' etc. Hence in the first and last entry directing words are used '*See also*' and in the rest the directing words are used '*See*' only. The result of this treatment will be that works by all 'Mukerjis' having various spellings will be found together at one place in the catalogue.

According to the *Classified catalogue code* the documents are to be entered under the various variant forms of the names as they are to be found in their respective title pages

in confirmation with the Canon of Ascertainability. Hence in all the entries directing words are used as 'See also'. The result of this treatment will be that works by various 'Mukerjis' with various spellings will get scattered in the catalogue and those are to be connected with the help of these entries.

The treatment accorded by *Classified catalogue code* is in confirmation with the Canon of Ascertainability and automatically satisfies Second and Fourth Laws. Because most of the readers consult the catalogue under the name which is given in the title page of a particular document. On the other hand treatment accorded in dictionary catalogue violates Canon of Ascertainability and injure Second and Fourth Laws. It may get, no doubt, the favour of Third Law.

It may be noted that such entries are to be prepared once for ever.

Pseudonym-Real-Name Entry in Dictionary Catalogue

According to *Ala* rules the heading of the main entry should be the real name for pseudonymous works. In a reference entry the pseudonym should be given in the leading section and the real name in the last section. According to the *Anglo-American Cataloguing Rules, 1967* most of the pseudonymous books are to be entered under pseudonyms. Hence references are to be prepared from real names to pseudonyms. The references given below are in confirmation with *Ala* rules because the main entries under reference are prepared under real names.

Title page

Note : See title page no. 39 and for main entry see entry no. 76.

(455)

Colt, Clem, pseud.

See

Nye, Nelson Carol, 1905

Title page

Note : *See title page no. 40 and for main entry see entry no. 78.*

(456)

Peregrine, Pseud.

See

Deutscher, Isaac

Title page

Note : *See title page no. 41 and for main entry see entry no. 80.*

(457)

Vanya, pseud.

See

Oakes, Virginia Armstrong, 1909

Title page

Note : *See title page no. 73 and for main entry see entry no. 144.*

(458)

Twain, Mark, pseud.

See

Clemens, Samuel Langhorne, 1835—1910.

Pseudonym-Real-Name Entry in Classified Catalogue (Ccc)

According to *Classified catalogue code* rules if the pseudonym is given as entry element in the main entry, the real name should be given in the leading section and pseudonym in the last section in a cross reference index entry as illustrated below and vice versa :

Title page

Note : *See title page no. 39 and for main entry see entry no. 77.*

(459)

NYE (Nelson Carol) (1905).

See

COLT (Clem), *Pseud.*

Title page

Note : See title page no. 40 and for main entry see entry no. 79.

(460)

PEREGRINE, *Pseud.*

See

DEUTSCHER (Isaac)().

Title page

Note : See title page no. 41 and for main entry see entry no. 81.

(461)

OAKES (Virginia Armstrong) (1909).

See

VANYA, *Pseud.*

Title page

Note : See title page no. 73 and for main entry see entry no. 145.

(462)

CLEMENS (Samuel Langhorne) (1835-1910).

See

TWAIN (Mark), *Pseud.*

Editor-of-Series Entry

If the name(s) of editor(s) is/are given in the leading section of the series entry in Dictionary catalogue and series

note of the main entry in Classified catalogue, the Editor of Series Reference is to be prepared as illustrated below :

Editor of Series Entry in Dictionary Catalogue : Series with Single Editor.

Title page

Note : See title page no. 84 and for main entry see entry no. 166.

(463)

Remmers, H. H. , ed.

See

Education for living series.

Series With Two Editors

Title page

Note : See title page no. 85 and for main entry see entry no. 168.

(464)

Getman, A. K. , ed.

See

Wiley farm series.

(465)

Eastman, E. R. , ed.

See

Wiley farm series.

Series with More Than Two Editors

Title page

Note : See title page no. 86 and for main entry see entry no. 170.

(466)

Jackson, Willis, ,ed.

See

Monographs on the physics and chemistry
of materials.

**Editor of Series Entry in Classified Catalogue : Series with
Single Editor.**

Title page

*Note : See title page no. 84 and for main entry see entry
no. 167.*

(467)

REMMERS (H H) (), Ed.

See

EDUCATION FOR LIVING SERIES.

Series With Two Editors

Title page

*Note : See title page no. 85 and for main entry see entry
no. 169.*

(468)

GETMAN (A K) () and EASTMAN (ER) (), Ed.

See

WILEY FARM SERIES.

(469)

EASTMAN (E R) () and GETMAN (A K) (), Ed.

See

WILEY FARM SERIES.

Series With More Than Two Editors

Title page

*Note : See title page no. 86 and for main entry see entry
no. 171.*

(470)

JACKSON (Willis) () etc, *Ed.*

See

MONOGRAPHS ON THE PHYSICS AND
CHEMISTRY OF MATERIALS.**Series V/s Editor of Series**

It may be questioned why the name of the series is selected for preparing a book index entry (specific added entry) and why the name of editor of series is also not selected for the same? The Second Law, Canon of Sought Heading and Fourth Law would have been pleased very much with this decision. But this treatment has been ruled out by the Law of Parsimony because the number of entries will be doubled. To satisfy both *i. e.* Law of Parsimony and Canon of Sought Heading, the other alternative is to select one for book index entry and other for cross reference index entry. The same course is followed. The name of the series is preferred for book index entries due to the following reasons:

1 Readers are more likely to remember the name of series than the name (s) of editor (s) of series.

2 The editor (s) of series may be changed more frequently than the name of series due to the retirement, death or voluntary resignation on the part of editors.

Generic-Name-Entry

Generic name entries may be prepared under such terms like 'University', 'Library', 'Museum', etc. to inform the readers about various specific institutions over which the material is available in the library or to help the reader to recollect his memories about the correct and complete name of an institution.

Basic Generic-Name-Entry in Classified Catalogue

(471)

LIBRARY.

See also

DAYAL SINGH PUBLIC LIBRARY.

DELHI PUBLIC LIBRARY.

DELHI UNIVERSITY LIBRARY.

LIBRARY OF CONGRESS. etc.

Additional Generic-Name-Entry in Classified Catalogue

(472)

UNIVERSITY.

See also

DELHI UNIVERSITY.

Indexed as

UNIVERSITY OF DELHI.

Explanatory References

Explanatory references may also be prepared as illustrated below to direct the readers towards correct headings :

Explanatory References in Dictionary Catalogue

(473)

Rajendra Prasad

Here are entered books written by him in his personal capacity. For official publications see entries under :

India. *President. 1950—60 (Rajendra Prasad).*

(474)

India. *President. 1950—60 (Rajendra Prasad).*

Here are entered his official publications. For books written by him in his personal capacity see entries under :

Rajendra Prasad

An enthusiastic cataloguer will provide such references to make the reference service efficient and to help the readers to find out the exact heading under which he can find his desired reading material.

PART : TWO
SECTION A : MAIN ENTRY
SUB-SECTION F : TRACING
SECTION

25

Tracing Section of the Main Entry

What is Tracing ?

Tracing is the record of added entries prepared for a particular book. It is to be given in the main entry of a book.

Dictionary Catalogue

Tracing section is the last and an essential section of the main entry. According to the Western practice the tracing is to be given on the front side of the main entry commencing from the second indentation on the line just above the hole in a paragraph form. The part of the tracing may be given on the back of the main card in which case the word 'Over' is to be typed or written on the front of the card just below the hole.

At first the specific subject entries and subject analyticals are to be traced arranged in alphabetical order by giving their actual headings and numbered consecutively in arabic numerals. Other added entries are also to be traced in the same paragraph numbered consecutively in roman numerals

as a separate group. First personal name entries and entries under the corporate bodies are to be traced by giving their actual headings in the same order as the names appear in the main entry. After that title entry is to be traced by indicating the word 'Title'. If any 'catchword title entry' or 'partial title entry' is prepared, it is to be traced after title entry by putting the word 'Title' followed by a colon and the selected form of the title. At the end series entry is to be traced by giving the word 'Series' enclosed in circular brackets.

The 'reference entries for editor of series' may not be traced on the main entry but on the back of the series entry by giving the full name of the editor as given in the 'editor of series reference'.

The other reference entries *i.e.* name and subject references need not be traced because references are not prepared for any particular book. These are General Added Entries.

Tracing need not be given in added entries even in unit card system, if cards are written or typed in the library.

Complete Main Entry with Tracing (*see title page no. 1*)

(475)

2:551N3	Ranganathan, Shiyali Ramamrita, 1892	Classified catalogue code with additional rules for dictionary catalogue code. 4th ed. Madras, Madras Library Association, 1958. 605p. 22 cm. (Madras Library Association, publication series, v. 24). 1. Cataloguing. I. Title. (Series).
qN58		
11497	publ	

Note : For added entries see entries no. 194, 196, 197, 198, 388 and 403.

Complete Main Entry with Tracing (*see title page no. 102*)

(476)

B0bC K2	Det	man, John W
	engi	Mathematical methods in physics and neering. New York, McGraw-Hill, 1962. 398p.
765031		1. Engineering, p. 184—291. 2. Mathematics 3. Physics. I. Title.

Note : *For added entries see entries no. 247—251 and 327.*

Complete Main Entry with Tracing (*see title page no. 106*).

(477)

O111, 3M19w B5	[Cros	s, Mary Ann Evans], 1819
	her	George Eliot's [pseud.] life as related in letters and journals; arranged and edited by her husband J W. Cross. London, William Blackwood, [n d.]
213041	Will	iam Blackwood, [n d.] 1. Cross, Mary Ann Evans, 1819 I. Cross, J.W., ed.

Note : 1. *For added entries see entries no. 296 and 376.*

2. *Title entry need not be prepared in this case
as there will be no use of it.*

Complete Main Entry with Tracing (*see title page no. 86*).

(478)

C56 J7	Smith, R	A
		The detection and measurement of infra-red radiation, by R A. Smith, F. E. Jones and R. P. Chasmar. Oxford, at the Clarendon Press, 1957.
		379p. (Monographs on the physics and chemistry of materials, 1).
12548	R.P.	1. Spectrum. I. Jones, F. E. II. Chasmar, III. Title.

Over

Back of the above main card

IV. Title : Infra-red radiation, The detection and measurement of. (Series).

Note : 1. Since the complete tracing could not be accommodated on the front side of the card, the rest of the tracing has been given on its back as shown above after giving the word 'Over' below the hole.

2. The tracing for the editor of series reference entry no. 466 will be given on the back of the Series Entry no. 410 as shown below :

Back of the Entry no. 410

I. Jackson, Willis ,ed.

Important : In all the above entries the subject and name reference entries are not traced in the main entry. Only editor of series reference is traced on the back of the series entry as illustrated above.

Classified Catalogue

According to *Classified catalogue* coae tracing is to be given on the back of the main card. The card is to be turned through two right angles with the bottom edge as the axis.

The back of the main card is to be imagined to be divided into two halves by a line drawn parallel to its shorter sides.

The one half is to be called '*Left Half*' and the other half is to be called '*Right Half*'. The Right Half is again imagined to be divided into three parts. These three parts are to be called 1 *Upper Part* 2 *Middle Part* and 3 *Lower Part* respectively.

Front of the Main Card

Note : For front of the card see Fig. no. 3

Back of the Main card**LEFT HALF****RIGHT HALF**

Cross Reference Entries	<i>Upper Part</i> (Headings of Class Index Entries)
	<i>Middle Part</i> (Headings of Book Index Entries)
	<i>Lower Part</i> (Headings of Cross Reference Index Entries)

Note : It must be remembered that on the back of the main card actual ruling or anything else which is illustrated above should not be marked.

Left Half : Cross Reference Entries

The 'Left Half' will contain the "class numbers of cross reference entries as given in their respective leading sections with the word P, Sec, Chap, Part etc, followed by the numbers concerned. One line is to devoted for each such entry.

Upper Part of the Right Half : Class Index Entries

This part will contain the headings of all the related class index entries derived from the class numbers of main entry

as well as related cross reference entries beginning from the last sought link and ending with the first sought link.

Middle Part of the Right Half : Book Index Entries

This part will contain the headings of all the book index entries of the document in the same order as they are discussed in Chapter 23 devoted to 'Book Index Entries'.

Lower Part of the Right Half : Cross Reference Index Entries

This Part will contain the headings of all the cross reference index entries of the document in the same order as they are discussed in Chapter 24 devoted to 'Cross Reference Index Entries'.

Tracing in the main entry no. 2 (on its back) (see title page no. 1).

Classified catalogue code.

Classified, Cataloguing.

Cataloguing.

Library Science.

Ranganathan (Shiyali Ramamrita) (1892).

Madras Library Association, publication series.

Note : For added entries see entries no. 199, 200, 201, 202, 363 and 405.

Tracing in the main entry no. 252 (on its back) (see title page no. 102)

B0bD P 184-291.

Physics biasing Mathematics.
Mathematics.

Engineering biasing Mathematics.

Dettman (John W) ().

Note : For added entries see entries no. 253, 254, 328 and 329.

Tracing in the main entry no. 297 (on its back) (see title page no. 106).

Autobiography, Eliot (George),
Pseud, (i.e. Mary Ann Evans
Cross).

Biography, Eliot (George),
Pseud, (i.e. Mary Ann Evans
Cross).

Eliot (George), *Pseud*, (i.e.
Mary Ann Evans Cross).

Fiction, English.

English, Literature.

Literature.

Cross (J W) (), *Ed*.

Cross (Mary Ann Evans)
(1819).

Note : For added entries see entries no. 298—303 and 377.

Tracing in the main entry no. 171. (on its back) (see title page no. 86)

Infra-red, Radiation.

Radiation.

Physics.

Smith (RA) () etc.

Monographs on the physics
and chemistry of materials.

Jackson (Willis) () etc.,
Ed.

The Use and Purpose of Tracing

Tracing is neither prepared for the sake of readers nor it is useful for them. That is why Dr. Ranganathan prefers

to give it on the back of the main entry so that it may remain out of sight of readers. Actually it acts as a key to all the related added entries. It is the information about the added entries in the main entry. S. G. Akers defines it, "*Tracing is the memorandum on the main entry card of all other cards made for a book.*" Dr. Ranganathan defines tracing section, "*Back of a main entry card, indicating all the added entries of the document.*"

The tracing is to be given in the main entry so that as soon as the main entry of a document is located in the catalogue, all its related added entries may also be traced out easily to make corrections, additions, alterations on them. The books may be lost. They may also be worn out and torn out or may become out-of-date and, therefore, must be withdrawn from circulation. In all such cases all their respective catalogue cards must also be taken out from the catalogue otherwise the catalogue will misdirect the readers. To make the cataloguer completely sure that all the respective catalogue cards of a document have been withdrawn from the catalogue, tracing must be given in the main entry.

PART THREE

COMPOSITE WORKS

Ordinary Composite Works

Composite work as defined in Ala : *An original work produced by the collaboration of two or more authors in which the contribution of each forms a separate and distinct part, although included within a planned whole.*

Composite works are generally to be entered under the name(s) of compiler (s) or editors (s). In case the name (s) of editor (s) is/are not given in the title page, the work may be entered under its title (See *Ala* rule no. 5A (1), 5A(1) (a) and AACR (1957) no. 4A which have already been quoted in connection with Collaborator Heading.

Contents or partial contents, arranged in a single paragraph in the same order as they appear in the work, are to be given in case of a composite work as the last note. The items in a contents paragraph are to be separated by a dash.

110 Title page (Main)

Political Philosophers/Edited by/Vijay Kumar / Thomas Hobbes/John Locke/Jean Jacques Rousseau/Friends Book Depot/Lucknow/1947/WxL1 H7/6784/Pages 228.

Title page of Part I

Leviathan / Thomas Hobbes/Edited by Vijay Kumar
Wx J88,1 Pages 3—98.

Title page of Part II

On Civil Government / John Locke / Edited by / Shyam
Narain Agrawal/and/Anand Kumar Agrawal.

WxK32,1 Pages 101—184.

Title page of Part III

From the Social Contract / Jean Jacques Rousseau/
Edited by/Chandra Kiran Mital.

WxL12, 1 Pages 187—225.

Main Entry in Dictionary Catalogue

(479)

WxL1 H7	Vijay Kumar, 1905	,ed
	Political philosophers. Lucknow, Friends Book Depot, 1947. 228p.	
	Contents — Leviathan, by Thomas Hobbes. —On civil government, by John Locke. — From the Social contract, by Jean Jacques Rousseau.	
6784	1. Political Science — Philosophy. Over	

Back of the Main Card

2. Political Science—Philosophy. 3. Political Science—Philosophy. 4. Political Science — Philosophy. I. Hobbes, Thomas, 1588-1679. II. Locke, John, 1632-1704. III. Rousseau, Jean Jacques, 1712-1778. IV. Vijay Kumar, 1905, ed. V. Agrawal, Shyam Narain,

1944 ,ed. VI. Agrawal, Anand Kumar, 1940 ,ed.
 VII. Mital, Chandra Kiran, 1904 ,ed. VIII. Title.
 IX. Title : Leviathan, p. 3-98. X. Title : On civil
 government, p. 101-184. XI. Title : From the Social
 contract, p. 187-225.

Added Entries in Dictionary Catalogue

Specific Subject Entry

(480)

WxL1	POLITICAL SCIENCE—PHILOSOPHY.
H7	Vijay Kumar, 1905 , ed.

Rest as main entry

Subject 'See', Reference Entry

(481)

PHILOSOPHY.

See also

POLITICAL SCIENCE—PHILOSOPHY.

Subject Analytical Entries

(482)

WxL1	POLITICAL SCIENCE—PHILOSOPHY.
H7	Hobbes, Thomas, 1588-1679, p. 3-98. Vijay Kumar, 1905 ,ed.

Rest as main entry

(483)

WxL1	POLITICAL SCIENCE—PHILOSOPHY.
H7	Locke, John, 1632-1704, p. 101-184. Vijay Kumar, 1905 , ed.

Rest as main entry

(484)

		POLITICAL SCIENCE—PHILOSOPHY.
		Rousseau, Jean Jacques, 1712-1778, p.187-225.
WxL1	Vijay Kumar, 1905	, ed.
H7		

*Rest as main entry***Author Analytical (Contributor) Entries**

(485)

		Hobbes, Thomas, 1588—1679.
		Leviathan, p. 3—98.
WxL1	Vijay Kumar, 1905	, ed.
H7		

Rest as main entry

(486)

		Locke, John, 1632-1704.
		On civil government, p. 101-184.
WxL1	Vijay Kumar, 1905	, ed.
H7		

Rest as main entry

(487)

		Rousseau, Jean Jacques, 1712-1778.
		From the Social contract, p. 187-225.
WxL1	Vijay Kumar, 1905	, ed.
H7		

*Rest as main entry***Collaborator Index Entries**

(488)

		Vijay Kumar, 1905	, ed.
		Leviathan, p. 3-98.	
WxL1	Vijay Kumar, 1905		, ed.
H7			

Rest as main entry

(489)

WxL1	Agrawal, Shyam Narain, 1944	, ed.
H7	Vijay Kumar, 1905	, ed.
		<i>Rest as main entry</i>

(490)

WxL1	Agrawal, Anand Kumar, 1940	, ed.
H7	Vijay Kumar, 1905	, ed.
		<i>Rest as main entry</i>

(491)

WxL1	Mital, Chandra Kiran, 1904	, ed.
H7	Vijay Kumar, 1905	, ed.
		<i>Rest as main entry</i>

Title Entry

(492)

WxL1	Political philosophers.	
H7	Vijay Kumar, 1905	, ed.
		<i>Rest as main entry</i>

Title Analytical Entries

(493)

WxL1	Leviathan, p. 3-98.	
H7	Hobbes, Thomas, 1588-1679.	
	Vijay Kumar, 1905	, ed.
		<i>Rest as main entry</i>

(494)

WxL1 H7	On civil government, p. 101-184. Locke, John. 1632-1704. Vijay Kumar, 1905 . ed.
	<i>Rest as main entry</i>

(495)

WxL1 H7	From the Social contract. p. 187-225. Rousseau, Jean Jacques, 1712-1778. Vijay Kumar, 1905 . ed.
	<i>Rest as main entry</i>

Analytical Entries

In the above case Analytical Entries are prepared. Analytical entries are of three types :

1. Subject Analytical Entries ;
2. Author Analytical Entries ; and
3. Title Analytical Entries.

These Analytical Entries are to be prepared in case of multifocal books and composite works.

Subject Analytical Entries have already been discussed in detail in Chap. 22. The examples of Author Analyticals or Contributor Index Entries and Title Analytical Entries are given above.

Classified Catalogue Code

Composite book as defined by Dr. S.R. Ranganathan : "Book with two or more contributions, each with its own title, not forming a continuous exposition and often, though not necessarily, by different authors."

He has divided composite works into two categories :

- 1 Ordinary Composite Book ;
- 2 Artificial Composite Book.

Ordinary Composite Book

*Ordinary Composite Book as defined by Dr. Ranganathan :
"Composite book provided with a single, generic title to
denote all the contributions collectively."*

An ordinary composite book is to be catalogued like a simple book taking the name of compiler or editor or title in the heading section and ignoring the names of contributors.

Main Entry in Classified Catalogue (Ccc)

(496)

	WxL1	H7
6784	VIJAY KUMAR (1905), <i>Ed.</i> Political philosophers.	

Back of the Main Card

WxJ88,1	P 3-98.	Works, Political Science.
WxK32,1	P 101-184.	Political Science.
WxL12,1	P187-225.	Leviathan.
		Hobbes (Thomas), (1588-1679), Works.
		On civil government, Locke (John) (1632-1704).
		Locke (John) (1632-1704), Works.
		Social contract, Rousseau (Jean Jacques) (1712-1778).
		Rousseau (Jean Jacques) (1712- 1778), Works.

Vijay Kumar (1905), *Ed.*

Vijay Kumar (1905), *Ed.*

Agrawal (Shyam Narain)
(1944) and Agrawal (Anand
Kumar) (1940), *Ed.*

Agrawal (Anand Kumar) (1940)
and Agrawal (Shyam Narain)
(1944), *Ed.*

Mital (Chandra Kiran) (1904),
Ed.

Added Entries in Classified Catalogue (*Ccc*)

Special Cross Reference Entry

A Special Cross Reference Entry is to be prepared for each constituent part with the following information :

Class Number of the constituent part ;

Entry element of the heading of the constituent part ;

The short title of the constituent part ;

The directing word '*See*' ;

Call Number of the Book ;

Entry element of the heading of the Book :

Short title of the Book followed by a full stop and the specification of the place of occurrence.

(497)

WxJ88.1

Hobbes.
Leviathan.
See
WxL1 H7
Vijay Kumar, *Ed.*
Political philosophers. P 3-98.

(498)

	WxK3	2,1
	Locke. On civil government. <i>See</i> WxL1 H7 Vijay Kumar, <i>Ed.</i> Political philosophers. P 101—184.	

(499)

	WxL1	2,1
	Rousseau. From The social contract. <i>See</i> WxL1 H7 Vijay Kumar, <i>Ed.</i> Political philosophers. P 187—225.	

Class Index Entries

Class index entries are to be prepared from the class numbers of the main entry as well as from all the special cross reference entries.

(500)

WORKS, POLITICAL SCIENCE.

For documents ..Class Number Wx

(501)

POLITICAL SCIENCE.

For documents...Class Number W

(502)

LEVIATHAN.

For documents...Class Number WxJ88,1

(503)

HOBBS (Thomas) (1588-1679), WORKS.

For documents...Class Number WxJ88

(504)

ON CIVIL government, LOCKE (John) (1632-1704).

For documents...Class Number WxK32.1

(505)

LOCKE (John) (1632-1704), WORKS.

For documents...Class Number WxK32

(506)

SOCIAL CONTRACT, ROUSSEAU (Jean Jacques)
(1712-1778).

For documents...Class Number WxL12,1

(507)

ROUSSEAU (Jean Jacques) (1712-1778), WORKS.

For documents...Class Number WxL12

Book Index Entries

(508)

VIJAY KUMAR (1905), *Ed.*

Political philosophers.

WxL1 H7

Contributor Index Entries (Author Analyticals)

(509)

HOBB	ES (Thomas) (1588—1679).
	Leviathan. Ed by Vijay Kumar. <i>Forming Part of</i> Vijay Kumar, <i>Ed</i> : Political philosophers. WxL1 H7

(510)

LOCK	E (John) (1632—1704).
Agraw	On civil government. Ed by Shyam Narain al and Anand Kumar Agrawal. <i>Forming Part of</i> Vijay Kumar, <i>Ed</i> : Political philosophers. WxL1 H7

(511)

ROUS	SEAU (Jean Jacques) (1712—1778).
Kira	From The social contract. Ed by Chandra n Mital. <i>Forming Part of</i> Vijay Kumar, <i>Ed</i> : Political philosophers. WxL1 H7

Note : As a rule these contributor index entries need not be prepared in this case because class index entries have already been prepared under identical headings. Hence these are not traced also on the back of the main card (entry no. 496). Here these are given as specimens.

Collaborator Index Entries

(512)

VIJAY KUMAR (1905), *Ed.*

Hobbes : Leviathan.

*Forming part of*Vijay Kumar, *Ed* : Political philosophers.

WxL1 H7

(513)

AGRAWAL (Shyam Narain) (1944) and

AGRAWAL (Anand Kumar) (1940), *Ed.*

Locke : On civil government.

*Forming part of*Vijay Kumar, *Ed* : Political philosophers.

WxL1 H7

(514)

AGRAWAL (Anand Kumar) (1940) and

AGRAWAL (Shyam Narain) (1944), *Ed.*

Locke : on civil government.

*Forming part of*Vijay Kumar, *Ed* : Political philosophers.

WxL1 H7

(515)

MITAL (Chandra Kiran) (1904), *Ed.*

Rousseau : From The social contract.

*Forming part of*Vijay Kumar, *Ed* : Political philosophers.

WxL1 H7

Note : See also title pages no. 108 and 109 with their respective entries for dictionary catalogue and classified catalogue. Those are also the cases of composite works.

Bound with or Artificial Composite Books

111 Title Page

Review of the Recent Work on Nitrogen Metabolism/
by/H.S. McKee/1949/ 15492

G:33;150 H9

Title page of the constituent work

Experimental Methods/by/H.E. Street/1949/

I:33;150 H9

Common series note for both books: New Phytologist
Reprints 21, 22.

Main Entry in Dictionary Catalogue for the First Work
in a Bound With

(516)

G:33;150
H9

McKee, H S

Review of the recent work on nitrogen
metabolism.
(New phytologist reprints, 21).
Bound with: Street's Experimental
methods.
1. Matabolism. I. Street, H E
Title. (Series).

15492

Main Entry in Dictionary Catalogue for a Work other than the First in a Bound With

(517)

G:33;150
H9

Street, H

E

Experimental methods.
(New phytologist reprints, 22).

Bound with: McKee's Review of the
recent work on nitrogen metabolism.
1. Metabolism. I. Title (Series).

15492

Note : 1 *Since there is only one volume on the shelf, the same call number for all the works is to be given. The call number is to be constructed from the information given in the first volume.*

2 *The added entries are to be traced on each main entry card as usual, and in addition the main entry for 'Street, H E' is to be traced on McKee's card by giving the author heading in full.*

Added Entries in Dictionary Catalogue

Specific Subject Entry for the First Work

(518)

G:33;150
H9

McKee, H

METABOLISM.

S

Rest as main entry

Specific Subject Entry for the Second work

(519)

G:33;150
H9

Street, H

E

METABOLISM.

Rest as main entry

Subject References

(520)

(521)

BIOLOGICAL CHEMISTRY

NUTRITION

See also

See also

METABOLISM.

METABOLISM.

Title Entries

(522)

G:33;150
H9

McKee, H S

Review of the recent work on nitrogen
metabolism,*Rest as main entry*

(523)

G:33;150
H9

Street, H E

Experimental methods.

Rest as main entry

Series Entries

(524)

G:33;150
H9

McKee, H S

New phytologist reprints, 21 :

Rest as main entry

(525)

G:33;150
H9

Street, H E

New phytologist reprints, 22 :

Rest as main entry

Classified Catalogue Code : Artificial Composite Book

Artificial composite book as defined in *Ccc* : "*Composite book without a generic title to denote all the contributions collectively.*"

The main entry for such work is to be constructed for the first constituent work. The descriptive element '*Composite book*' is to be added at the end of the leading section.

For each later constituent work a section is to be added. The following information is to be given in the later sections :

The serial number of the work followed by its heading, a colon, the title of the work, a full stop, and notes, if any ;

The call number of the work should be written as far as right possible, either in the same line where the last section ends if sufficient space, otherwise in the next line.

Common series notes to all the constituent works should be given at the end.

Main Entry in Classified Catalogue (*Ccc*)

(526)

G:33;150	H9	<i>Composite book</i>
meta meth	McKee (H S) (). Review of the recent work on nitrogen 2 Street (H E) : Experimental meth ods.	I:33;150 H9
		(New phytalogist reprints. 21,22).
15492		

Back of the Main Entry

I:33;150	H9	Nitrogen, Metabolism, Biology. Metabolism, Biology. Physiology, Biology. Biology. Nitrogen, Metabolism, Botany. Metabolism, Botany. Physiology, Botany. Botany. McKee (H S) (). Street (H E) (). New phytologist reprints.
----------	----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Added Entries in Classified Catalogue (Ccc)

A Special Cross Reference Entry is to be prepared for each constituent work other than the first as illustrated below :

Special Cross Reference Entry.

(527)

I:33;150	H9	
		STREET (H E) (). Experimental methods. <i>Bound as part 2 with</i> G:33;150 H9 McKee : Review of the recent work on nitrogen metabolism.

Class Index Entries

The Class Index Entries are to be prepared from the Class Numbers of all the constituent works.

Class Number : G:33;150

G	=	Biology. (Sought link)
	↓	
G :	=	(False link)
	↓	
G:3	=	Physiology in Biology. (Sought link)
	↓	
G:33	=	Metabolism in Biology. (Sought link)
	↓	
G:33;	=	(False link)
	↓	
G:33;1	=	Inorganic Metabolism in Biology. (Un-sought link)
	↓	
G:33;15	=	Inorganic Metabolism of Group 5. (Un-sought link)
	↓	
G:33;150	=	Nitrogen Metabolism in Biology. (Sought link)

Class Number—I:33;150

I	=	Botany. (Sought link)
	↓	
I:	=	(False link)
	↓	
I:3	=	Physiology in Botany. (Sought link)
	↓	
I:33	=	Metabolism in Botany. (Sought link)
	↓	
I:33;	=	(False link)
	↓	
I:33;1	=	Inorganic Metabolism in Botany. (Un-sought link)
	↓	
I:33;15	=	Inorganic Metabolism of Group 5 in Botany. (Unsought link)
	↓	
I:33;150	=	Nitrogen Metabolism in Botany. (Sought link)

(528)

NITROGEN, METABOLISM, BIOLOGY.

For documents.. Class Number G:33;150

(529)

METABOLISM, BIOLOGY.

For documents...Class Number

G:33

(530)

PHYSIOLOGY, BIOLOGY.

For documents...Class Number G:3

(531)

BIOLOGY.

For documents...Class Number G

(532)

NITROGEN, METABOLISM, BOTANY.

For documents...Class Number I:33;150

(533)

METABOLISM, BOTANY.

For documents...Class Number I:33

(534)

PHYSIOLOGY, BOTANY.

For documents...Class Number I:3

(535)

BOTANY.

For documents...Class Number I

Book Index Entries

The book index entries are to be prepared for all the constituent works.

In the book index entries for the second and later constituent works, the descriptive term such as '*Bound as part 2 with*' or '*Printed as part 2 with*' or any other appropriate

term should be given in the third section followed by the call number of the first work.

(536)

McKEE	E (H S) ().
meta	Review in the recent work on nitrogen metabolism.
	G:33;150 H9

(537)

STREET	E (H E) ().
	Experimental methods.
	<i>Bound as part 2 with</i>
	G:33;150 H9

Series Entry (Consolidated)

(538)

NEW	PHYTALOGIST REPRINTS.
21	McKee : Review in the recent work on nitrogen metabolism.
	G:33;150 H9
22	Street : Experimental methods.
	<i>Bound as part 2 with</i>
	G:33;150 H9

PART FOUR

MULTIVOLUMED BOOK

Simple Multivolumed Book

Dr. Ranganathan has divided multivolumed books into two categories :

1. *First type (Simple)* : All the volumes possess one common title only and do not possess any other difference in other factors.

2. *Second type* : Others.

Multivolumed books are to be catalogued from the title page of the first volume.

Dictionary Catalogue

If the publication dates or copyright dates of constituent volumes vary, the inclusive dates are to be given in the imprint. In collation section the number of volumes may be written and pagination in individual volumes may be ignored.

112 Title page

Fundamentals of Political Science/Vol. I/By/Raj Narain Singhal, M.A., Ph.D/and/Giriraj Kishore Tayal, M.A.(History and Political Science)/Third Edition/1965/Sagar Publications/Meerut.

W K5.1

15498

Pages 343

Note : 1 The title page of the second volume is completely indential to the title page of the first volume except :

(i) Instead of Vol. I, Vol : II is written.

(ii) Call No. W K5.2 ; Acc. No. 15499 ; pages 247.

2. The work is completed in two volumes. Both the volumes have been published and possessed by the library.

3. The volume no. 2, p. 199-247 contains the text of the Constitution of India, its class number is V2 : 2. N5.

Main Entry in Dictionary Catalogue

(539)

W

K5.1—K5.2 Singhal, Raj Narain, 1925

Fundamentals of political science, by Raj Narain Singhal and Giriraj Kishore Tayal.
3rd ed. Meerut, Sagar Publications, 1965.
2v.

15498-99

1. India—Consitution v. 2, p. 199—247.
2. Political Science. I. Tayal, Giriraj Kishore, 1928
II. Title.

Added Entries in Dictionary Catalogue

Specific Subject Entry

(540)

W		POLITICAL SCIENCE.
K5.1 —K5.2	Singhal, Raj Narain, 1925	

Rest as main entry

Subject Analytical Entry

(541)

W		INDIA—CONSTITUTION, v.2, p.199-247.
K5.2	Singhal, Raj Narain, 1925	

Rest as main entry

Joint Author Entry

(542)

W		Tayal, Giriraj Kishore, 1928
K5.1-K5.2	Singhal, Raj Narain, 1925	

Rest as main entry

Title Entry

(543)

W		Fundamentals of political science.
K5.1—K5.2	Singhal, Raj Narain, 1925	

Rest as main entry

'See' & See also' References for Specific Subject Entry

(544)

CIVICS

See

POLITICAL SCIENCE.

(545)

GOVERNMENT

See

POLITICAL SCIENCE.

(546)

CONSTITUTIONAL HISTORY

See also

POLITICAL SCIENCE.

(547)

CONSTITUTIONAL LAW

See also

POLITICAL SCIENCE.

(548)

SOCIAL SCIENCES

See also

POLITICAL SCIENCE.

'See also' Reference for Subject Analytical Entry

(549)

CONSTITUTIONS

See also

INDIA--CONSTITUTION.

Classified Catalogue : Simple Multivolumed Book

A work in several volumes is to be catalogued like a work in a single volume from the title page of the first volume.

In the leading section, book numbers of all the volumes are to be given using inclusive notation wherever possible.

In the title section an additional sentence is to be added consisting of the numbers of volumes in arabic numerals and the term 'V'.

The accession numbers of all the volumes are to be given using inclusive notation wherever possible.

Main Entry in Classified Catalogue (Ccc)

(550)

	W	K5.1—K5.2
	TAYAL	SINGHAL (Raj Narain) (1925) and L (Giriraj Kishore) (1928). Fundamentals of political science. Ed 3.
	2V.	
	154	98—9

Back of the Main Card

V2:2.N5 V 2 P 199-247.

Political Science.
Constitution, India,
India, History.
History.

Singhal (Raj Narain) (1925)
and Tayal (Giriraj Kishore)
(1928).

Tayal (Giriraj Kishore) (1928)
and Singhal (Raj Narain)
(1925).

Added Entries in Classified Catalogue (Ccc)

Cross Reference Entry

(551)

The volume number may be added in a Cross Reference Entry whenever necessary as illustrated below :

	V2 : 2.N5
	See also W K5.2 Singhal and Tayal. Fundamentals of political science. Ed 3. P 199-247.
V2.	

Class Index Entries

(552)

POLITICAL SCIENCE.

For documents...Class Number

W

Chain

V	= History. (Sought link)
	↓
V2	= Indian History. (Sought link)
	↓
V2 :	= (False link)
	↓
V2 : 2	= Constitution of India. (Sought link)
	↓
V2 : 2.	= (False link)
	↓
V2 : 2N	= (False link)
	↓
V2 : 2.N5	= (False link)

(553)

CONSTITUTION, INDIA.

For documents...Class Number

V2 : 2

(554)

INDIA, HISTORY.

For documents...Class Number

V2

(555)

HISTORY.

For documents...Class Number

V

Book Index Entries

The additional sentence regarding specification of volumes as prescribed in the main entry is to be added in the title section of all the book index entries as illustrated below :

(556)

	SINGHAL (Raj Narain) (1925) and	
	TAYAL (Giriraj Kishore) (1928).	
	Fundamentals of political science. Ed 3. 2V	
		W K5. 1--K5.2

(557)

	TAYAL (Giriraj Kishore) (1928) and	
	SINGHAL (Raj Narain) (1925).	
	Fundamentals of political science. Ed 3.	
	2V.	W K5. 1--K5.2

113 Title page

The Chinese Accounts of India/Translated from the Chinese of/Hiuen Tsiang/by/Samuel Beal/Vol. Two/New Edition/Containing two maps and coloured illus./Sushil Gupta (India) Ltd./35, Chittaranjan Avenue/Calcutta-12. /1957.

V2.D6←D4 J7.2

507324

Note : First volume is not possessed by the library.

Main Entry in Dictionary Catalogue

(558)

V2.D6←D4
J7.2

Hiuen Tsiang

	Chinese accounts of India ; tr. from the Chinese of Hiuen Tsiang by Samuel Beal. New ed. Calcutta, Sushil Gupta, 1957.
	2v. [v. 1. not in library] illus.
507324	1. India-History-Ancient Period. I. Beal, Samuel, tr. II. Title.

Added Entries in Dictionary Catalogue

Specific Subject Entry

(559)

V2. D6←D4
J7.2

Hiue

INDIA—HISTORY—ANCIENT PE-
RIOD.
n Tsiang

Rest as main entry

'See' Reference

(560)

ANCIENT HISTORY (India).

See

INDIA—HISTORY—ANCIENT PERIOD.

Translator Entry

(561)

V2. D6←D4
J7.2

Hiue

Beal, Samuel, tr.
n Tsiang

Rest as main entry

Title Entry

(562)

V2. D6←D4
J7.2

Hiue

Chinese accounts of India.
n Tsiang

Rest as main entry

Classified Catalogue Code

If all the volumes of a multivolumed book are not possessed by the library or not yet published, an additional sentence is to be added further as illustrated below ;

Main Entry in Classified Catalogue (Ccc)

(563)

V2.D6 ← D4 J7.2

from	HIUEN TSIANG (). Chinese accounts of India. New ed. Tr Chinese by Samuel Beal. 2V. [V 1 not in library]. 50732.4
------	------------------------------------------------------------------------------------------------------------------------------------

Note : The information regarding missing volumes must be given in pencil so that it may be easily rectified if the missing volumes may be received in the library.

Back of the Main Card

Ancient, India, History,
 India, History.
 History.

Hiuen Tsiang ().
 Beal (Samuel) (), Tr.
 Chinese accounts of India.

Added Entries in Classified Catalogue (Ccc)

Chain

V	= History. (Sought link)
	↓
V2	= Indian History. (Sought link)
	↓
V2.	= (False link)
	↓
V2. D6 ← D4	= Ancient Indian History. (Sought link)

Class Index Entries

(564)

ANCIENT, INDIA, HISTORY.

For documents...Class Number V2. D6 ← D4

(565)

INDIA, HISTORY.

For documents...Class Number

V2

(566)

HISTORY.

For documents...Class Number

V

Book Index Entries

(567)

HIUEN TSIANG ()
----------------	---

1 not in library].	Chinese accounts of India. New ed. 2V [V
--------------------	------------------------------------------

V2. D6←D4 J7.2

(568)

BEAL (Samuel) (), Tr.
-----------------	--------

New	Hiuen Tsiang : Chinese accounts of India. ed. 2 V. [V 1 not in library].
-----	-----------------------------------------------------------------------------

V2. D6←D4 J7.2

(569)

CHINESE ACCOUNTS of India. New ed. 2 V.

[V 1 not in library].

By Hiuen Tsiang.

V2. D6←D4 J7.2

Multivolumed Book of Second Type

Dictionary Catalogue

The multivolumed book of the second type is also to be catalogued like the first type with the following additional provisions :

The 'Contents' are definitely to be given in case of multivolumed book of second type as illustrated below :

114 Title Page

Dewey/Decimal Classification/and/Relative Index/Devised by/Melvil Dewey/16th Edition/Vol. I/Tables/Forest Press Inc./Lake Placid Club/Essex County New York.

Note : The title page of the second volume is completely identical with the title page of first volume except instead of Vol. I Tables, Vol. II Index is given.

Colon No. 2 : 51M76 Accession No. Vol. I 15478
 qJ8. 1—qJ8.2 Accession No. Vol. II 15458

Decimal No. 025.43
 D9.1—D9.2

(570)

✓ Main Entry in Dictionary Catalogue

025.43
 D9.1—D9.2 Dewey, Melvil, 1851-1931.

15478, 15458	Index. Forest	Dewey decimal classification and relative 16th ed. New York : Lake Placid Club, Press, [1958]. 2 v. Contents.—v. 1. Tables.—v. 2. Index. 1. Classification, Decimal. 4. Title.

Added Entries in Dictionary Catalogue

Specific Subject Entry

(571)

025 43 D9.1-D9.2	CLASSIFICATION, DECIMAL. Dewey, Melvil, 1851-1931.
---------------------	-------------------------------------------------------

Rest as main Entry

Subject Reference Entries

'See' Reference Entry

(572)

DECIMAL CLASSIFICATION
 See
 CLASSIFICATION, DECIMAL.

(573)

DEWEY DECIMAL CLASSIFICATION
 See
 CLASSIFICATION, DECIMAL.

'See also' Reference Entry

(574)

CLASSIFICATION—BOOKS

See also

CLASSIFICATION, DECIMAL.

Title Entry

(575)

025.43	(Dewey) Decimal classification.
D9.1-D9.2	Dewey, Melvil. 1851-1931.
<hr/>	
	<i>Rest as main entry</i>

Classified Catalogue Code

In case of Multivolumed book of the second type an additional paragraph is to be added in the title section of the main entry for each volume having extra specific information as illustrated below :

Main Entry in Classified Catalogue

(576)

2 : 51	M76	qJ8.1-qJ8.2
<hr/>		
	DEWEY (Melvil) (1851-1931).	
	Decimal classification and relative Index.	
Ed 16.2 V.		
	V 1. Tables.	
	V 2. Index.	
15478,	15458	

Back of the Main Card

Decimal, Classification.
Classification, Library Science.
Library Science.
Dewey (Melvil) (1851-1931).

Added Entries in Classified Catalogue (Ccc)**Chain**

- 2 = Library Science, (Sought link)
 ↓
 2: = (False link)
 ↓
 2: 5 = Technical treatment in Library Science.
 (Unsought link)
 ↓
 2: 51 = Classification in Library Science. (Sought link)
 ↓
 2: 51M76 = Decimal Classification. (Sought link)

Class Index Entries

(577)

DECIMAL, CLASSIFICATION.

For documents...Class Number 2: 51M76

(578)

CLASSIFICATION, LIBRARY SCIENCE.

For documents...Class Number 2: 51

(579)

LIBRARY SCIENCE.

For documents...Class Number 2

Book Index Entry

(580)

DEWEY (Melvil) (1851-1931).

 Ed 16 | Decimal classification and relative index.
 .2 V. 2: 51M76 qJ8-- qJ8.2

115 Title Page

Masters of Political Thought/Edited by/Edward McChesney
Sait/Vol. I/Plato to Machiavelli/by/Michael B. Foster
George G. Harrap & Co. Ltd./London Toronto Wellington
Sydney/First Published 1942.

C.C. No. Wv N42.1 2692

D.C. No. 320.9 SAI.1

Vol. II—Same as above/Vol II/Machiavelli to Bentham/
by/W.T. Jones/First Published 1947.

C.C. No. Wv N42.2 2742

D.C. No. 320.9 SAI,2

Note : It is assumed that the work is still in progress.

Main Entry in Dictionary Catalogue

(581)

320.9 SAI.1-SAI.2	— Sait, Edward McChesney,	ed.
	George G. Harrap.	Masters of political thought. London, v. 1-2-
	Michael B. Foster.—v. 2. Machiavelli to Bentham, by W.T. Jones.	Contents.—v. 1. Plato to Machiavelli, by Michael B. Foster.—v. 2. Machiavelli to Bentham, by W.T. Jones.
2692, 2742		1. Political Science—Philosophy. Over

Back of the Main card

I. Foster, Michael B. II. Jones, W. T. III. Title. IV.
Title : Plato to Machiavelli, v.1. V. Title : Machiavelli to
Bentham, v. 2.

Added Entries in Dictionary Catalogue

Specific Subject Entry

(582)

320.9 SAI.1-SAI.2	— Sait	POLITICAL SCIENCE—PHILOSOPHY. Edward McChesney, ed.
----------------------	--------	--------------------------------------------------------

Rest as main entry

'See Reference

(583)

PHILOSOPHY

See also

POLITICAL SCIENCE—PHILOSOPHY.

Author Analytical Entries

(584)

320.9 SAI.1-SAI. 2	— Sait	Foster, Michael B. Plato to Machiavelli, v. 1. Edward McChesney, ed.
-----------------------	--------	----------------------------------------------------------------------------

Rest as main entry

(585)

320.9 SAI.1-SAI.2	— Sait	Jones, W. T. Machiavelli to Bentham, v. 2. Edward McChesney, ed.
----------------------	--------	------------------------------------------------------------------------

Rest as main entry

Title Entry

(586)

320.9 SAI. 1-SAI.	2—	Sa	Masters of political thought. it, Edward McChesney,	ed.
<hr/>				
<i>Rest as main entry</i>				

Title Analytical Entries

(587)

320.9 SAI. 1-SAI.	2—	Sa	Plato to Machiavelli, v. 1. Foster, Michael B it, Edward McChesney,	ed.
<hr/>				
<i>Rest as main entry</i>				

(588)

370 9 SAI. 1-SAI.	2—	Sa	Machiavelli to Bentham, v. 2. Jones, W.T. it, Edward McChesney,	ed.
<hr/>				
<i>Rest as main entry</i>				

Note : 1 Since the publication is in progress, the last book number is followed by a dash and the information regarding constituent volumes is to be given in pencil in the title section and collation section in classified catalogue and dictionary catalogue respectively.

2 In the above title analytical entries, titles of volumes commence from third indention and the names of authors of volumes from second indention.

Main Entry in Classified Catalogue (Ccc)

(589)

Wv	N42.1 - N42.2—
Foster.	SAIT (Edward McChesney) (), <i>Ed.</i> Masters of political thought. V 1-2 - V1. Plato to Machiavell. By Michael B
Jones.	V2. Machiavelli to Bentham. By W T
2692 ;	2742

Back of the Main Card

History, Political Science.
Political Science.

Sait (Edward McChesney) (),
Ed.

Foster (Michael B) (),

Jones (W T) ().

Added Entries in Classified Catalogue**Chain**

W = Political Science. (Sought link)

↓
Wv = History of Political Science. (Sought link)

Class Index Entries

(590)

HISTORY, POLITICAL SCIENCE.

For documents...Class Number

Wv

(591)

POLITICAL SCIENCE.

For documents...Class Number

W

Book Index Entries

(592)

SAIT	(Edward McChesney) () Ed.
	Masters of political thought.V1-2
	Wv N42.1--N42.2—

(593)

FOSTER	(Michael B) ()
	Sait, Ed : Masters of political thought.
V1-2—	.V 1 Plato to Machiavelli. Wv N42.1

(594)

JONES	(W T) ()
	Sait, Ed : Masters of political thought.
V1-2—	.V2. Machiavelli to Bentham. Wv N42.2

Note : This is the case of multivolumed book as well as composite book (composite book has been dealt with in the last two chapters). It is not the work of joint authorship because the contribution of each author is distinct and constitute a part of the whole. That is why it is entered under the name of the editor.

116 Title page

Vol. I

L.Oppenheim/International Law/A Treatise / Seventh Edition/Edited by / H. Lauterpacht/Vol. 1/Peace / Longmans, Green & Co./London New York Toronto/1952.

CC No. Z1 J2.1

13798

DC No. 341 OPP.1

Vol. II

L. Oppenheim/International Law/A treatise/Edited by/
H. Lauterpacht/Seventh Edition/Vol. II/Disputes, War and
Neutrality/1952.

CC No. Z1 J2.2

14849

DC No. 341 OPP.2

Note : The document is published in two volumes and
both the volumes are possessed by the library.

Main Entry in Dictionary Catalogue

(595)

341

OPP.1—OP P.2 Oppenheim, L

International law : a treatise. 7th ed ; ed.
by H. Lauterpacht. London : Longmans,
Green, 1952.

2v.

Contents :—v.1. Peace.—v. 2. Disputes,
war and neutrality.

13798,14849

1. International law. I. Lauterpacht, H.,
ed. II . Title : Peace, v. 1. III Title : Disputes,
war and neutrality, v. 2.

Added Entries in Dictionary Catalogue

Specific Subject Entry

(596)

341

OPP. 1—OPP.2 O INTERNATIONAL LAW.
ppenheim L

Rest as main entry

'See' Reference Entries

(597)

LAW, INTERNATIONAL
See
INTERNATIONAL LAW.

(598)

LAW OF NATIONS
See
INTERNATIONAL LAW.

(599)

NATIONS, LAW OF
See
INTERNATIONAL LAW.

'See also' Reference Entry

(600)

INTERNATIONAL ORGANIZATION
See also
INTERNATIONAL LAW.

Editor Entry

(601)

341		Lauterpacht, H	ed.
OPP. 1—OP	P.2 Op	penheim, L	

Rest as main entry

Title Analytical Entries

(602)

341		Peace. v. 1 :
OPP. 1—OPP. 2	Op	penheim, L

Rest as main entry

(603)

341		Disputes, war and neutrality, v. 2 :
OPP. 1—OPP. 2	O	ppenheim, L

Rest as main entry

Main Entry in Classified Catalogue (Ccc)

(604)

Z1	J2.1—J2.2
----	-----------

	OPPENHEIM (L) (). International law : a treatise. Ed 7. Ed by H Lauterpacht. 2 V. V 1. Peace. V 2 Disputes, war and neutrality. 13798 ; 14849
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

Back of the Main card

O)

World, Law.
 International, Law.
 Law.

Oppenheim (L) ().
 Lauterpacht (H) (), Ed.

Added Entries in Classified Catalogue (Ccc)

Chain

Z = Law. (Sought link)
 ↓
 Z1 = World, International Law. (Sought link)

Class Index Entries

(605)

WORLD, LAW.

For documents...Class Number Z1

(606)

INTERNATIONAL, LAW.

For documents...Class Number Z1

(607).

LAW.

For documents...Class Number Z

Book Index Entries

(608)

OPPENHEIM (L) ().

International law. Ed 7. 2 V.
Z1 J2.1—J2.2

(609)

LAUTERPACHT (H) (), Ed.

Oppenheim : International law. Ed 7. 2V.
Z1 J2.1—J2.2

Note : Title entry need not be prepared because the title and subject heading is one and the same.

Important: If the volumes are bound alike and have a common title but each volume is complete in itself, has a distinctive title and an index etc, there is no reason for keeping them together. Because it will be always better to put it with other works dealing with the same subject. For example see the title page No. 87. There are many other volumes possessing common title 'History of civilization.' It will be better to classify them as independent works and to put them with their related works on the shelves. In the catalogue all of them can be shown at one place by preparing series entries under 'History of civilization'.

PART FIVE

PERIODICAL PUBLICATIONS & SERIALS

Periodical Publications & Serials

In all the types of modern libraries periodical publications are subscribed. In research libraries readers demand periodical publications to know the latest developments in their fields of studies and in public libraries periodical publications are demanded for recreative and informative purposes.

In AACR (1967), the periodical publication is defined as : "A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which normally contains separate articles, stories, or other writings."

Periodical Publications and Serials in Dictionary Catalogue

There may be following sections in the main entry in case of a periodical publication or a serial publication in simple cataloguing :

- 1 Call Number or Class Number ;
- 2 Heading or title section and imprint, omitting year of publication ;
- 3 Note :
 - (i) Frequency, if not included in the title ;
 - (ii) Issuing or responsible body if not included in the title ;
 - (iii) Name (s) of Editor (s), if important ;
 - (iv) Holding statement ;
- 4 Accession number ; and
- 5 Tracing.

Note : Collation and series note may be omitted in simple cataloguing of periodical publications.

1 Call Number or Class Number

If the call number of all the volumes is the same it may be given. If the book number differs from volume to volume, the class number only may be given as the first section.

2 Heading Section

Ala rule no. 5 C(1) : *Enter a periodical under its latest title. Make a reference or an added entry for any earlier title or titles under which the periodical may have been issued...*

A periodical issued by a society, institution or government body is ordinarily to be entered under its title ... with added entry for issuing body.

AACR (1967) rule no. 6.A. Serials not issued by a corporate body and not of personal authorship : *Enter a serial that is not issued by or under the authority of a corporate body and is not of personal authorship under its title.*

AACR (1967) rule no. 6.B. Serials issued by a corporate body.

AACR (1967) rule no. 6.B 1. *Enter a periodical, monographic series, or a serially published bibliography, index, directory, bibliographical dictionary, almanac, or yearbook, issued by or under the authority of a corporate body under its title with an added entry under the corporate body.*

Exception : *If the title (exclusive of the sub-title) includes the name or the abbreviation of the name of the corporate body, or consists solely of a generic term that requires the name of the body for adequate identification of the serial, enter it under the body.*

The title of the periodical publication commences from first indention on the leading line. The explanatory title or sub-title is generally omitted because it may vary from volume to volume.

Imprint is also to be given in the same section, omitting the year of publication as it will vary from volume to volume. If the name of the publisher is included in the title of the periodical, it need not be given in the imprint.

3 Notes

(i) *Frequency* : It is to be given describing by a single adjective or brief phrase, if not included in the title of the periodical. (*Examples : Monthly, Quarterly etc.*)

(ii) *Issuing or Responsible Body* : If it is not included in the title or imprint, it may be given in the notes section.

(iii) *Editors* : The name(s) of editor(s) is / are only to be included if the periodical is known by the name (s) of editor (s) or if it has been decided to prepare an added entry under the editor.

(iv) *Holding Statement* : Here the information regarding volumes available in the library is to be given by indicating the number of volumes and their respective years using inclusive notation wherever possible.

4 Accession Number :

The accession numbers are to be mentioned in the margin as usual.

5 Tracing :

Added entries may be traced in the tracing section as usual.

117 Title page

The Indian Journal of Social Work/A Quarterly Devoted to the Interests of Social Work/Editorial Board/M.S. Gore/ Editor and Chairman/Deptt. of Publications/Tata Institute of Social Sciences/Bombay/1969-70/Vol. XXX

YXm2, N40 N70

50278

Main Entry in Dictionary Catalogue

(610)

YXm2, N40	(The)	Indian journal of social work. Bombay,
-----------	-------	----------------------------------------

Tata Institute of Social Sciences.

50278	v. 30—	Quarterly. Library has 1969/70— I. Social Work—Periodicals. I. Tata Institute of Social Sciences.
-------	--------	---------------------------------------------------------------------------------------------------------------

Added Entries in Dictionary Catalogue

Specific Subject Entry (Sears list)

(611)

YXm2, N40	(The)	SOCIAL WORK—PERIODICALS. Indian journal of social work. Bombay,
-----------	-------	--------------------------------------------------------------------

Tata Institute of Social Sciences.
Rest as main entry

'See also' Reference

(612)

PERIODICALS

See also

SOCIAL WORK—PERIODICALS.

Entry Under the Issuing Body in Dictionary Catalogue

(613)

YXm2, N40	The	Tata Institute of Social Sciences. Indian journal of social work. Bombay,
		Tata Institute of Social Sciences. <i>Rest as main entry</i>

Classified Catalogue (*Ccc*)

According to *Ccc* the following information is to be included in the main entry of a periodical publication :

- 1 Class Number ;
- 2 Heading ;
- 3 Periodicity ;
- 4 Series note ; if any,
- 5 Holding statement ; and
- 6 Tracing.

1 *Class Number* : The class number should be given in the leading section because according to Coion classification, the book number is constructed on the basis of the year of publication so it will vary from volume to volume.

2 *Heading* : According to *Ccc rule no PB12*, the title of the periodical publication is to be given in the heading section. If the name of the sponsoring body also forms

a part of the title, it is to be given after putting a comma. If the name of the sponsoring body is mentioned in the publication elsewhere, it should be enclosed in circular brackets.

3 Periodicity: The following information is to be given in this section enclosed in square brackets:

- (i) In how much time a volume is to be completed?
- (ii) The year of publication of the first volume. If its publication has ceased, the volume number and year of publication of the last published volume must also be added.

4 Series Note : Series note may be given enclosed in circular brackets. Usually there is no series note in case of periodical publications.

5 Holding Section : In this section the information regarding volumes available in the library with their years is to be given.

6 Tracing Section : In this section all the added entries are to be traced in the Right Half of the back of main card. In the Left Half of the back of main card, the following information is to be included.

The number of volume, the year of publication, the book number and the accession number of each volume in a tabular form using inclusive notation wherever possible.

Main Entry in Classified Catalogue (Ccc)

(614)

YXm2.N40

(Tata	INDIAN JOURNAL of social work etc, Institute of Social Sciences). [1 V per year. V 1— ; 1940/41—]. This library has V 30— ; 1969/70— .
-------	--------------------------------------------------------------------------------------------------------------------------------------------------

Back of the Main Card

30 1969/70 N70 50278 Indian journal of social work etc, (Tata Institute of Social Sciences).

Tata Institute of Social Sciences, Indian journal of social work.

Periodical.

Periodical.

India, Periodical, Social Work.

Periodical, Social Work.

Added Entries in Classified Catalogue (Ccc)

Class Index Entries (Ccc)

The last link of the chain is to be treated as a sought link and it would give rise to the same heading as the heading of the main entry.

The following entries are also to be derived from the last sought link :

1 Under any alternative name of a periodical publication ;

2 In case of sponsoring body, one class index entry is to be prepared by putting it first and then the title proper of the document.

Note : The directing words need not be written in the class index entries of a periodical publication vide Ccc Sec. no. PB 35.

Chain

Class No. YXm2, N40

Y	= Sociology. (Sought link)
	↓
YX	= Social Work. (Sought link)
	↓
YXm	= Periodical of Social Work (Sought link)
	↓
YXm2	= Indian Periodical of Social Work. (Sought link)
	↓
YXm2,	= (False link)
	↓
YXm2,N	= (False link)
	↓
YXm2,N4	= (False link)
	↓
YXm2,N40	= Indian journal of social work etc, (Tata Institute of Social Sciences (Sought link)

Specific Class Index Entry (Ccc)

(615)

INDIAN JOURNAL of social work etc, (Tata Institute
of Social Sciences) YXm2,N40

Additional Class Index Entry (Ccc)

(616)

TATA INSTITUTE OF SOCIAL SCIENCES, Indian
journal of social work etc. YXm2,N40

Generic Class Index Entries (Ccc)

Corresponding to each of its Specific and Additional Class Index Entries, Generic Class Index Entries may be prepared under the heading 'Periodical' or 'Serial', as the case may be.

(617)

PERIODICAL.

Indian journal of social work etc, (Tata Institute of Social Sciences) YXm2, N40

(618)

PERIODICAL.

Tata Institute of Social Sciences, Indian journal of social work etc YXm2, N40

Optional Class Index Entries (Ccc)

Optional Class Index Entries may be prepared corresponding to the links ending with the common isolate digit and geographical isolate number respectively.

(619)

INDIA, PERIODICAL, SOCIAL WORK. YXm2

(620)

PERIODICAL, SOCIAL WORK. YXm

118 Title page

The Library Quarterly/(A journal of investigation and discussion in the field of library science)/The University of Chicago Press/Chicago.

2m73,N31

Established by the Graduate Library School of the University of Chicago.

Published : January, April, July, October.

Managing Editor : Howard W. Winger

Note : 1 The following volumes are available in the library.

Vol	9	1939	15972
Vol.	11-20	1941-50	16059-16068
Vol.	22-39	1952-69	16572-16589

2 The periodical is still continued in the library.

Main Entry in Dictionary Catalogue

(621)

2m73,N31	(The)	Library quarterly. Chicago, University of Chicago Press. University of Chicago, <i>Graduate Library School</i> .
15972		Library has
16059-63	v.9	1939
16572-89	v. 11-20	1941-1950.
	v. 22-39	1952-1969.
	1.	Library Science—Periodicals. I. University of Chicago. <i>Graduate Library School</i> .

Note : The last volume no. '39' and year number '1969' are given in bold type which indicate that they must be written in pencil so that when the next volume will be received in the library, they may be rubbed and rewritten in pencil as '40' and '1970' respectively.

Added Entries in Dictionary Catalogue

Specific Subject Entry (Sears List)

(622)

2m73, N31	(The)	LIBRARY SCIENCE—PERIODICALS. Library quarterly. Chicago, University of Chicago Press. For volumes in the library see the title of this work.
-----------	-------	----------------------------------------------------------------------------------------------------------------------------------------------------

'See also' Reference Entry

(623)

PERIODICALS
See also
LIBRARY SCIENCE—PERIODICALS.

Entry under the Issuing Body in Dictionary Catalogue.

(624)

2m73, N31	(The)	University of Chicago. <i>Graduate Library School</i> .
		Library quarterly. Chicago, University of Chicago Press. For volumes in the library see the title of this work.

Name Reference in Dictionary Catalogue

(625)

Graduate Library School. University of Chicago.

See

University of Chicago. *Graduate Library School*.

Main Entry in Classified Catalogue (Ccc)

(626)

	2m73,	N31
	Chicago	LIBRARY QUARTERLY , (University of Chicago, Library (Graduate—School)). [1v per year. V 1— ; 1931—]. This library has V 9 ; 1939, V11—20 ; 1941-50, V 22-39 ; 1952-1969.

Note : The last volume no. '39' and year number '1969' are given in bold type which indicate that they must be written in

pencil so that when the next volume will be received in the library, they may be rubbed and written in pencil as '40' and '1970' respectively.

Back of the Main Card

9 1939 N39 15972
 11-20 1941-50 N41-N50 16059-16068
 22-39 1952-69 N52-N69 16572-16589

Library quarterly, (University of Chicago), Library (Graduate—School).

University of Chicago, Library (Graduate—School), Library quarterly.

Periodical.

Periodical.

United States, Periodical, Library Science.

Periodical, Library Science.

Class Index Entries (*Ccc*)

Chain

Class No. 2m73, N31

2	=	Library Science. (Sought link)
	↓	
2m	=	Periodical in Library Science. (Sought link)
	↓	
2m73	=	United States' periodical in Library Science. (Sought link)
	↓	
2m73,	=	(False link)
	↓	
2m73, N31	=	Library quarterly, (University of Chicago, Library (Graduate—School)) (Sought link)

Specific Class Index Entry (Ccc)

(627)

LIBRARY QUARTERLY, (University of Chicago,
Library (Graduate--School)) 2m73, N31

Additional Class Index Entries (Ccc)

(628)

UNIVERSITY OF CHICAGO, LIBRARY (Graduate
—School), Library quarterly 2m73, N31

Generic Class Index Entries (Ccc)

(629)

PERIODICAL.

Library quarterly, (University of Chicago, Library (Grad-
uate—School)) 2m73, N31

(630)

PERIODICAL.

University of Chicago, Library (Graduate—School), Library
quarterly. 2m73, N31

Optional Class Index Entries (Ccc)

(631)

UNITED STATES, PERIODICAL, LIBRARY SCIENCE.
2m73

(632)

PERIODICAL, LIBRARY SCIENCE. 2m

119 Title page

India/A Reference Annual/1968/ Compiled by/The
Research and Reference Division/ Ministry of Information

and Broadcasting/Government of India/Published by/Publications Division/Ministry of Information and Broadcasting/n44, N53

Note : 1 The publication is being brought out since 1953.

2 The following issues of this publications are available in library :

From 1953 1969

Acc. no. 15973-75

16195-99

16421-29

3 The serial is still continued in the library.

Main Entry in Dictionary Catalogue

(633)

n44, N53	India :	A reference annual. Delhi, Publications Division. India. Ministry of Information and Broadcasting. Research and Reference Division. Library has
15973-75	1953-1969.	
16195-99		
16421-29		1. India—Yearbooks. I. India. Ministry of Information and Broadcasting. Research and Reference Division.

Added Entries in Dictionary Catalogue.

Specific Subject Entry (Sears list)

(634)

n44, N53	India :	INDIA—YEAR BOOKS. a reference annual. Delhi, Publications Division.
	this	For volumes in the library see the title of work.

'See also' Reference Entries

(635)

(636)

ANNUALS

YEAR BOOKS

See also

See also

INDIA—YEAR BOOKS.

INDIA—YEAR BOOKS.

Entry Under Issuing Body in Dictionary Catalogue

(637)

n44, N53	India :	India. Ministry of Information and Broadcasting. Research and Reference Division. a reference annual. Delhi, Publications
	this	Division. For volumes in the library see the tile of work.

Name Reference in Dictionary Catalogue

(638)

Research and Reference Division. Ministry of Information and Broadcasting. India.

See

India. Ministry of Information and Broadcasting. Research and Reference Division.

Main Entry in Classified Catalogue (Ccc)

(639)

	n44, N53	
format Research		INDIA : A reference annual, (India, Information and Broadcasting (Ministry of—), Research and Reference (Division)). (I V per year. VI— ; 1953 —). This library has 1953—1969.

Back of the Main Card

1953-1955 N53-N55 15973-75 India: A reference annual,
 1956-1960 N56-N60 16195-99 (India, Information and
 1961-1969 N61-N69 16421-29 Broadcasting Ministry of—),
 Research and Reference
 (Division)).

India, Information and
 Broadcasting (Ministry of
 —), Research and
 Reference (Division), India ;
 a reference annual.

Serial.

Serial.

India, Serial.

Serial.

Added Entry in Classified Catalogue (Ccc)**Class Index Entries (Ccc)****Chain**

Class No. n44, N53

n = Serial. (Sought link)
 ↓
 n44 = Indian Serial. (Sought link)
 ↓
 n44,53 = India : A Reference annual, (India, Infor-
 mation and Broadcasting (Ministry of—),
 Research and Reference (Division)).

Specific Class Index Entry (Ccc)

(640)

INDIA : A reference annual, (India, Information and
 Broadcasting (Ministry of—), Research and Reference
 (Division)). n44,N53

Additional Class Index Entry (Ccc)

(641)

INDIA, INFORMATION AND BROADCASTING
(Ministry of—). RESEARCH AND REFERENCE
(Division), India : a reference annual. n44, N53

Generic Class Index Entries (Ccc)

(642)

SERIAL.

India : A reference annual, (India, Information and
Broadcasting (Ministry of—), Research and Reference
(Division)). n44, N53

(643)

SERIAL.

India, Information and Broadcasting (Ministry of—),
Research and Reference (Division), India : A reference
annual. n44, N53

Optional Class Index Entries (Ccc)

(644)

INDIA, SERIAL.

n44

(645)

SERIAL.

n

APPENDIX I

Glossary of Terms, Phrases and Abbreviations
with Hindi Equivalents

<i>English Terms and Phrases</i>	<i>Hindi Terms and Phrases</i>	<i>Abbreviations to be used in English</i>	<i>Abbreviations to be used in Hindi</i>
1	2	3	4
Abstracted by	द्वारा संक्षेपित	Abst by	द्वारा संक्षेप
Abstractor	संक्षेपक	Abst	संक्षेप
Adapted by	द्वारा प्रकारांतरित	Adapt by	द्वारा प्रकारां
Adapter	प्रकारान्तरकार	Adapt	प्रकारां
Assisted by	द्वारा सहायित	Assist by	द्वारा सहा
Assister	सहायक	Assist	सहा
Before Christ	ईसा पूर्व	B C	ई पू
Bibliographer	ग्रंथ सूचिकार	Bib	ग्रं सू
Bound as Part ... with	.. भाग के रूप में .. के साथ संपु- टित	Bound as pt... with	... भा के रूप में .. के साथ सम्पु
Centenary edition	शताब्दी संस्करण	Cented	शता संस्क
Centimeter	सेन्टीमीटर	cm	सें मी
Chairman	अध्यक्ष	Chair	अध्यक्ष
Chapter	अध्याय	Chap	अध्या
Commentator	टीकाकार	Comm	टीका
Commented by	द्वारा टीका	Comm by	द्वारा टीका
Compiled by	द्वारा संकलित	Comp by	द्वारा संकलि
Compiler	संकलनकर्ता	Comp	संकल
Continued card	निरन्तरण पत्रक	Contd card	निरन्तरण पत्रक
Contributed by	द्वारा अंशलेखित	Contrib by	द्वारा अंश
Contributor	अंश लेखक	Contrib	अंश ले

Copyright	प्रतिलिप्याधिकरण	c	प्रतिलिप्या
Directed by	द्वारा निर्देशित	Direct by	द्वारा निर्दे
Director	निर्देशक	Direct	निर्दे
Edited by	द्वारा सम्पादित	Ed by	द्वारा सम्पो
Edition	संस्करण	Ed	संस्क
Editor	सम्पादक	Ed	सम्पा
Enlarged	वृहद	Enl	वृहद
Epitomised by	द्वारा संक्षेपित	Epil by	द्वारा संक्षेप
Epitomiser	संक्षेपक	Epit	संक्षेप
Illustrated by	द्वारा चित्रित	Illust by	द्वारा चि
Illustrated	चित्रित	Illus	चि
Illustrator	चित्रकार	Illus	चित्र
Introduction	भूमिका	Intro	भूमिका
Joint author	सह ग्रंथकार	J auth	सह ग्रंथ
New edition	नवीन संस्करण	New ed	न संस्क
No date	दिनांक विहीन	n d	दि वि
No place	स्थान विहीन	n p	स्थान वि
Number	अंक	N	अंक
Page	पृष्ठ	P	पृ
Part	भाग	Pt	भा
...Parts per volume	...भाग प्रति ख	...Pt per V	...भा प्रति खं
Preface	प्रस्तावना	Pref	प्रस्ता
Preliminary	प्रारम्भिक	Prel	प्रार
Pseudonym	कल्पित नाम	Pseud	कल्पि ना
Revised by	द्वारा संशोधित	Rev by	द्वारा संशो
Revised edition	संशोधित संस्करण	Rev ed	संशो संस्क
Reviser	संशोधनकर्ता	Rev	संशो
Section	अनुभाग	Sec	अनु
Special edition	विशेष संस्करण	Special ed	वि संस्क
Supplement	पूरक	Supp	पू
Supplement to	का पूरक	Supp to	का पू
That is	अर्थात्	i e	अर्था
Translated by	द्वारा अनुवादित	Tr by	द्वारा अनु
Translator	अनुवादक	Tr	अनु
Volume	खण्ड	V	खं
...Volume for	...खण्ड हेतु	...V for	...ख हेतु
...Volume per year	प्रति वर्ष... खण्ड	...V per year	प्र व...खं

**Glossary of Terms and Phrases with Hindi Equivalents
to be used in Full form in cataloguing**

<i>English Term</i>	<i>Hindi Term</i>
And	तथा
By	कृत, द्वारा
Composite book	संगत पुस्तक
Etc	आदि
Extract from	से उद्गृहीत
Festschrift	अभिनन्दन ग्रन्थ
For a merger book see	समाहित पुस्तक हेतु देखिये
For an abridgment see	संक्षिप्त पुस्तक हेतु देखिये
For an associated book on theory see	सम्बन्धित सैद्धान्तिक पुस्तक हेतु देखिये
For an associated book on practice material see	सम्बन्धित क्रियात्मक पुस्तक हेतु देखिये
For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number	इस वर्ग तथा इसके उपविभागों से सम्बन्धित ग्रंथों हेतु सूची का अनुवर्ग भाग निम्नांकित वर्ग समूह के अन्तर्गत देखिये
For extract see	उद्गृहण हेतु देखिये
For supplement see	पूरक हेतु देखिये
Library has	ग्रंथालय में है
Not in library	ग्रंथालय में नहीं है
Published as	के रूप में प्रकाशित
Published in	में प्रकाशित
Published later as	प्रश्चात् रूप में प्रकाशित
Published previously as see	पूर्व रूप में प्रकाशित देखिये, दृष्टव्य
see also	यह भी देखिये, और भी देखिये
Supplementary	पूरक
Theses	शोध प्रबन्ध
This library has	इस ग्रंथालय में है

APPENDIX II

CATALOGUER'S LIBRARY

A List of Selected Tools and Guide Books for Practical Cataloguing

- 1 AMERICAN LIBRARY ASSOCIATION etc : Anglo-American cataloguing rules, 1967.
- 2 AMERICAN LIBRARY ASSOCIATION, CATALOGUING AND CLASSIFICATION (Division of—) : ALA cataloguing rules for author and title entries. 1949.
- 3 AMERICAN LIBRARY ASSOCIATION, CATALOGUING AND CLASSIFICATION (Division of—) : ALA rules for filing catalogue cards.
- 4 AKERS (SG) : Simple library cataloguing.
- 5 CHAPLIN (AK) : National usages for the entry of names of persons : a survey.
- 6 CODE OF cataloguing rules : author and title entries.
- 7 CUTTER (CA) : Rules for a dictionary catalogue.
- 8 DEWEY (Melvil) : Decimal classification and relative index.
- 9 DEWEY (Melvil) : Decimal classification and relative index. Abridged ed.
- 10 HAYKINS (DJ) : Subject headings : a practical guide.
- 11 LIBRARY OF CONGRESS : List of subject headings.

- 12 LIBRARY OF CONGRESS : Rules for descriptive cataloguing.
- 13 MANN (M) : Introduction to the cataloguing and the classification of books.
- 14 MERRIL (WS) : Code for classifiers.
- 15 PETTE (J) : Subject headings : the history and theory of alphabetic subject approach to books.
- 16 RANGANATHAN (SR) : classified catalogue code with additional rules for dictionary catalogue code. Ed 5.
- 17 RANGANATHAN (SR) : Colon classification. Ed 6.
- 18 RANGANATHAN (SR) : Heading and canons.
- 19 RANGANATHAN (SR) : Library catalogue : fundamentals and procedure.
- 20 RANGANATHAN (SR) : Theory of library catalogue.
- 21 SEARS LIST of subject headings.
- 22 SENGUPTA (B) : Cataloguing : its theory and practice.
- 23 SHARP (HA) : Cataloguing : a text book for use in libraries.
- 24 TAYLOR (MS) : Fundamentals in practical cataloguing.
- 25 VISHWANATHAN (CG) : Cataloguing : theory and practice.

B Biographical Dictionaries

- 26 DICTIONARY of American biography. London, OUP, 1928-44. 20 V and index and supp.

- 27 **DICTIONARY OF national biography.** London, OUP, 1908-50. 22V and supp.
- 28 **KUNITZ (SJ) and HAYCRAFT (H) :** Junior book of authors.
- 29 **KUNITZ (SJ) and HAYCRAFT (H) :** Twentieth century authors.
- 30 **WHO'S WHO :** an annual biographical dictionary. London, Black.
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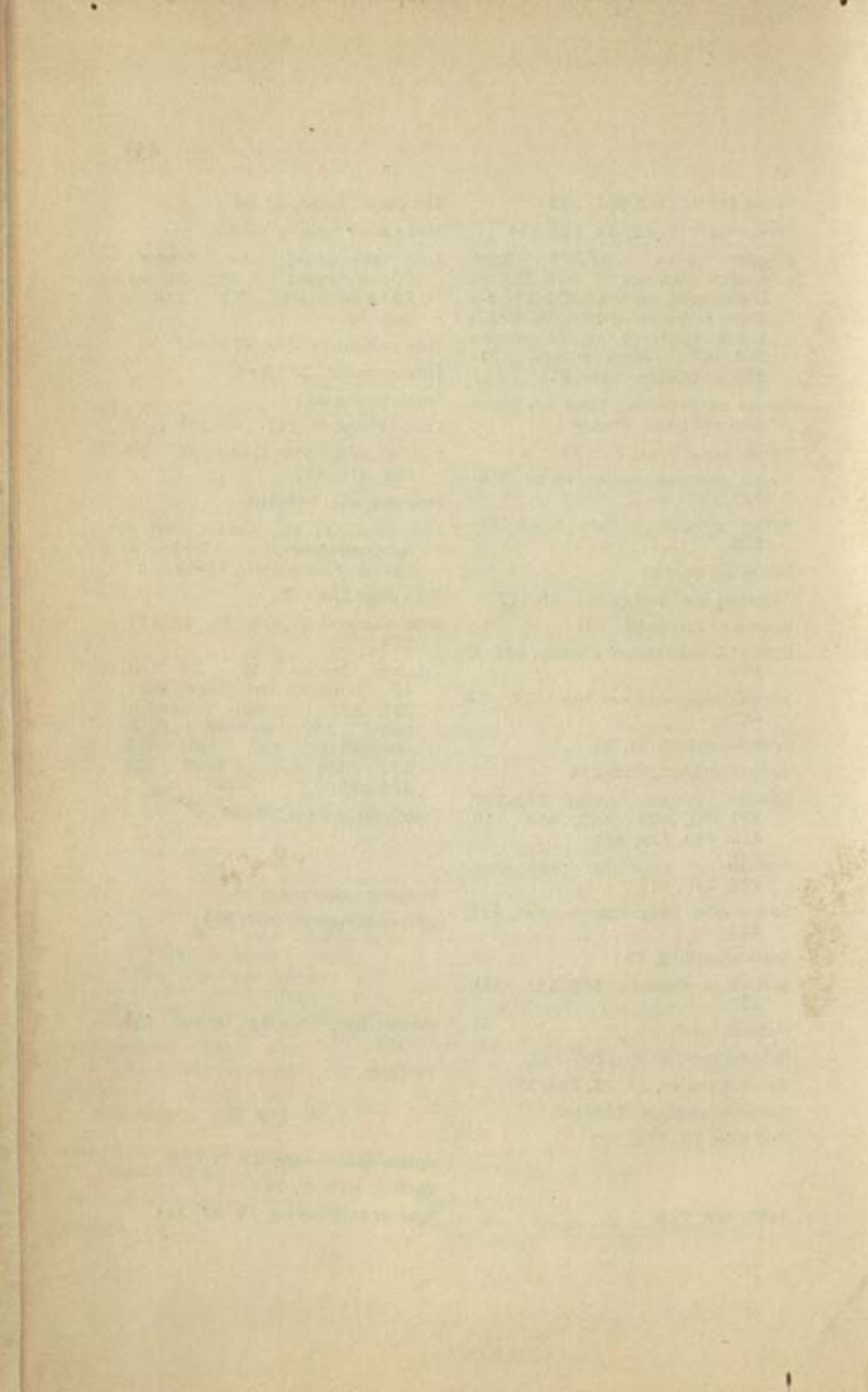
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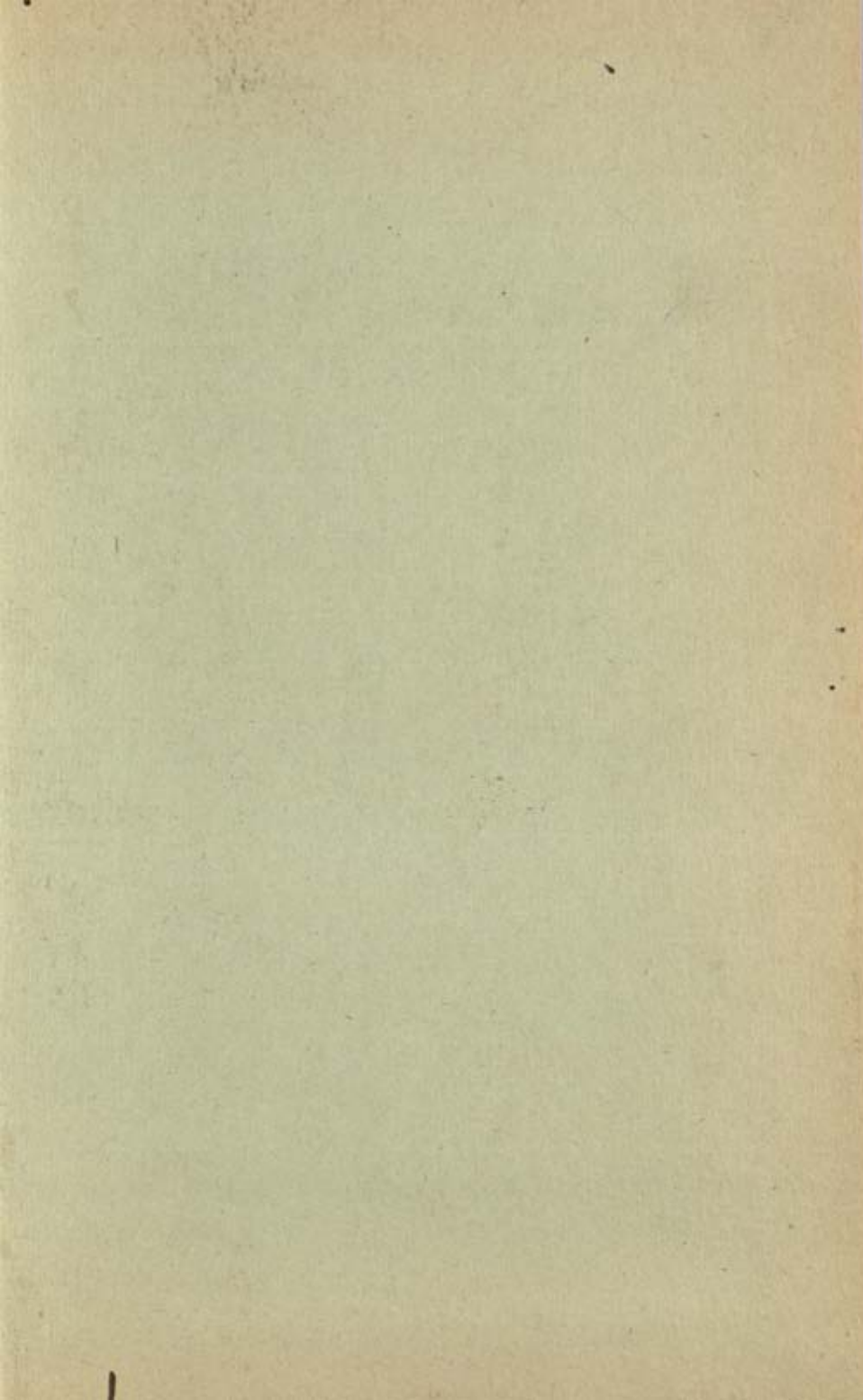
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