



Department of Distance Education
Punjabi University, Patiala

Class : Bachelor of Library and Information Science

Semester : 2

Paper : BLIS-106 (Knowledge Organization and Information Processing : Cataloging Practice CCC and AACR-II)

(Classified Catalogue Code)

Medium : English

Unit : I

Lesson No.

1.
 - i. What is Catalogue
 - ii. Importance of Catalogue and its types
 - iii. Types of Entries according to C.C.C.
 - iv. Main Entry and Its parts
2.
 - i. Joint Authors, Main Entry and Added Entries
 - ii. Joint Editors, Main Entry and Added Entries
3.
 - i. More than two Authors
 - ii. More than Two collabotrators
 - iii. Original Author's name merged in the title
 - iv. Pseudonym as Author with some Collaborators
4.
 - i. Anonymous Work and Class Index Entries
 - ii. Title of the book as Heading
 - iii. Cross-Reference Entry
 - iv. Corporate Author: Government Publications
5.
 - i. Corporate Author: Institution
6.
 - i. Composite Book
 - ii. Multivolume Book
 - iii. Important Questions for practice

Department website : www.pbidde.org

Introduction

A library catalogue is an essential and important tool in a library. It is rather a key to the resources of a library especially in India. In most of the developed countries computers have taken the place of catalogue where the libraries have become fully computerized. In Indian library the library clientele is expected to use the collection of a library either for study or research or reference. At any one time, the user may not find all the documents on the shelf. Therefore, in order to know about the complete collection, reliance has to be placed on a dependable tool called the catalogue of the library. So a library catalogue is an indispensable tool, which facilitates the use of library materials.

What is a library catalogue :

The word "Catalogue" has been derived from a Greek phrase '*Katalogos*', '*Kata*' means "by" or according to and "*Logos*" has various meanings like "word" or "order" or "reason". Thus "*catalogue*" may be regarded as a "work in which contents are arranged in a reasonable way, according to a set plan, or merely word by word." Catalogues are of various kinds i.e. library catalogues, booksellers catalogues, printer's catalogues, publisher's catalogue etc. But here we are concerned only with library catalogues. In simple language a library catalogue is a list of documents in a particular library or a group of libraries. This list can be printed, handwritten or typed one. A library which allows open access to its collection and provides services to its users requirement of catalogue is a must. It is a must for a library, especially when the collection becomes large. A library without a catalogue is like a town which has been developed without a plan. Without it, it would not be possible to know what is available and where. It is rather a key to the holdings of a library.

In a library, classification arranges documents on the shelf in a helpful order, providing an approach through a subject generally. However, users are like to seek documents in a collection through a variety of other approaches. It is only the library catalogue which can satisfy the other approaches by providing various kinds of entries. Whatever might be the arrangement on the shelves, a well built catalogue is able to identify and retrieve the document successfully. The good use of a library greatly depends upon the quality of a library catalogue. Poor catalogue, or an incomplete catalogue mars the reputation and misguides not only users but also reference librarians and book selection experts.

The person who prepares a catalogue is called a cataloguer. This person follows a catalogue code to prepare a catalogue.

Why Catalogue Codes or Rules

Different entries are made according to some set of rules and codes. It is necessary to follow these rules or codes so that every one makes entry or entries in the same manner. If there are no set rules then every cataloguer will make entries according

to ones own choice and would create problems to readers.

Types of Library Catalogue and Codes

The main types of catalogue based on the internal form of catalogue are following :

1. Alphabetical or Alphabetic Catalogue
2. Classified Catalogue
3. Alphabetico-Classed Catalogue

According to your syllabus we have to study about two codes of catalogues :

1. Classified Catalogue Code. 5th edition by S. R. Ranganathan.
2. Anglo American Cataloguing Rules. Edition 2nd by A.L.A.

For your knowledge a library which follows Colon Classification Scheme for the classification of books, uses classified catalogue code for the preparation of catalogue entries because both the books are written by S. R. Ranganathan. But a a library which uses D.D.C. for the classification of its books, uses A.A.C.R. for the preparation of catalogue entries. So we will learn how to prepare main entry and other entries according to these two codes.

Physical Forms of Catalogues

Catalogues have been in existence since the birth of literature. The outer physical shape of catalogue have been changing according to the changing shape of literature. At present card form of catalogue is considered the best form in most of the libraries in the world especially in India. Particularly in small libraries like schools and colleges the card form is acceptable. Most of the libraries in India prepare catalogues of their libraries on the catalogue cards. So we must become familiar with the catalogue card which is used for cataloguing. The card is made of good quality paper so that it may remain good in 12.5 cm or 5"

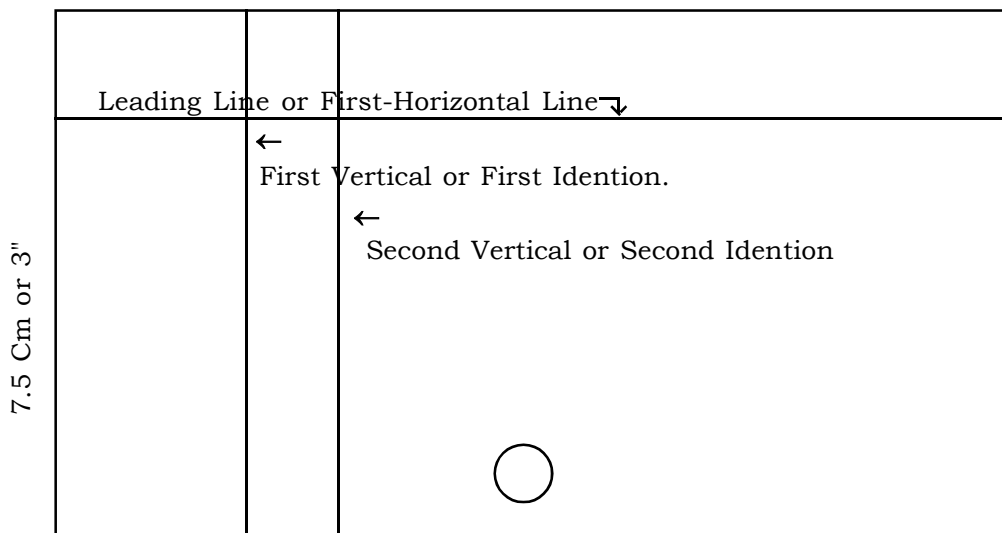


Diagram (1)

condition for years to come. Following is the shape and size of library catalogue card.

Card form of catalogue has quality of up-to dateness, flexibility and manipulation of entries. A single entry is made on each card which can be arranged in any desired manner. These cards are of two types, ruled partially with guidelines and fully ruled. In a library where type writers are used, partially ruled and sometimes plain cards are used. In a small library where the cataloguer prepares cards with hand, fully ruled cards are used.

In case of ruled cards, there are two vertical guidelines and one horizontal guide line. First vertical or First Indention, the Second line as Second Vertical or Second Indention. The horizontal guide line is also known as leading line. It is the top most horizontal line on the card. "These lines are generally printed in red colour and the remaining card is plain. In the fully ruled card, the main lines are in red colour and the remaining lines are in light blue or in light black. The dimensions of the card are length = 5" or 12.5 cm; breadth 3" or 7.5 cm.

Inner forms of card or Kinds of entries

A library catalogue is a record of the holdings of a library. In order to meet the requirements of readers, it is prepared to consist of various unit records. These unit records are called entries. Each entry is designed or prepared for satisfying a particular approach of a reader. Now we will learn how to prepare kinds of entries according to Classified Catalogue Code written by S.R. Ranganathan. A classified catalogue is one in which some entries are numbered entries and some are word entries. For this purpose we can consult Classified Catalogue Code, 5th Edition by S.R. Ranganathan P.167 (Chapter FP). Consequently a classified catalogue consists of two parts – 1. Classified Part 2. Alphabetical Part.

1. Classified Part : This part of Classified Catalogue contains all its Numbered Entries according to the formula PMEST. In this part of the catalogue entries are arranged by their Call Numbers and Class Numbers as the case may be. It serves as a Classified or Systematic Subject Catalogue. It helps a reader to get a panoramic view of the entries of all the documents in the specific field of his/her interest, arranged by their specific subjects in a helpful sequence. Main entry is part of this catalogue.

2. Alphabetical Part :- This part of a classified catalogue contains all its Word Entries. These entries are arranged alphabetically as in a dictionary. It serves as an Alphabetical Catalogue. It also serves as an Alphabetical Index to Classes of Knowledge. It thus forms the author, or any collaborator, or the series it may belong, or its title, or the title of any part of it. It also helps the reader to find out the Class Number of the class of knowledge in which he/she is seeking a document. In other words we can say that all the entries other than Main Entries are arranged in this part of catalogue.

Now we shall learn about the preparation of all these above types of entries according to C.C.C. First of all we will learn about Main Entry.

Main Entry : Main Entry is most important entry of the Classified Catalogue Code. For every new title added in the library Main Entry is prepared. All the other entries in

the catalogue get information for their preparation from the various sections of the Main Entry. Main Entry in a Classified Catalogue begins with Call Numbers (Class Numbers + Book Number) in the case of a book and with only Class Number in the case of periodical publication. Therefore it belongs to the Classified Part.

Sections of Main Entry

According to C.C.C. following are the sections of a Main Entry

1. Leading Section
2. Heading Section
3. Title Section
4. Note Section
5. Accession Number
6. Tracing Section

Now we will discuss all the above sections of Main Entry in detail, i.e. what comes in these sections and from where the information is taken and how it is given in different sections.

1. Leading Section :-

This section is the first section of Main Entry. In this section cataloguer provides Call Number of the document which is being catalogued. This Call Number is to be taken from the back of title page (MC2).

The Call Number would have been assigned by the Classifier in accordance with the Rules of Classification. According to the Classification Scheme Call Numbers of a document has two parts i.e. Class Numbers and Book Number. It can also have a third part i.e. Collection Number. Class Number is the code number for the subject matter of the book where as Book Number is year of publication. First place in Call Number is given to Class Number and second to Book Number. The Book Number is to be written after the Class Number with a double space gap between them. The Collection Number, if any, is to be written above the Book Number. For rules of writing, Call Number is always be written with pencil (ED 22) because these are liable to revision and change. It must be kept in mind that while writing, library hand must be used (ED 24). All words and numbers in an Entry are to be in a bold upright hand, these letters and digits being detached from one another.

Leading Section starts from where the first horizontal line and vertical line crosses.

2. Heading Section :-

The second section of Main Entry according of C.C.C. provides information about the authorship. A Heading may be the name of a person; geographical entity; corporate body; series; document; subject or a Language. A person or corporate body whose name is used as Heading may be an author; a joint author; a collaborator; a joint collaborators; or the subject of a document. The name of a geographical entity, used as Heading may represent the name of a government; a document; or a subject. There can be a Pseudonym

or two or more pseudonyms. These are to be rendered in accordance with the prescribed rules. Whenever needed individualising element and descriptive element will be added to the name forming the heading. They are to be written or typed on the first line starting from the second vertical in capital or block letters. The individualising element is to be enclosed within circular brackets and the descriptive element to be under lined or given in circular brackets in case of year of birth and death of an author/s.

Examples :

KRISHAN KUMAR
 SHARMA (Satish Kumar)
 RANGANATHAN (S R) (1892–1972)
 GODAVARI (River)
 GODAVARI (City)
 MUHAMMAD RIAZ, Ed.
 RAMAYANA (Tulsidas)
 RAMAYANA (Valmiki)

Mostly the information about heading is taken from the title page of a document but sometimes for complete information we have to consult some other reference book from the library. From the Heading Section we start writing with ink or with the type writer.

3. Title Section

This section provides information about the name of a document which is under the process of cataloguing. This section consists of one, two or three sentences according to the nature of information available in the title page and its back giving successively in a paragraph i.e. Title, Subtitle, if any; information regarding the edition; and information regarding collaborator/s if any. According to CCC, if there is any article in the start of title i.e. A, An, The, must be deleted. Here sub title is separated from the main title with: Again if there is any article in the beginning of sub title, this is included in the subtitle with first letter of word in capital. After the completion of title a full stop is provided before starting information about the collaborator or edition. For edition abbreviated form is used i.e. Ed 3. Edition Number is always given in arabic number though on the title page it may be given in words. If there comes any proper name of a country, a city, a person or a universal truth in the title proper, the first letter of every part of proper name be given in capital letter. For example :

Life History of Pandit Jawahar Lal Nehru
 History of English literature
 Studies in the history of Europe

Following are the main abbreviations for the collaborators, if they come in the title portion of the Main Entry

Editor : Ed
 Translator : Tr.

Reviser : Rev.
Edition : Ed.
Commentator : Comm.

The title section starts from the second vertical line and continues from the first vertical.

4. Note Section :-

The Note Section of the Main Entry consists of the following kinds of information depending on the document to be catalogued :

- (i) Series Note;
- (ii) Multiple Series Note;
- (iii) Extract Note;
- (iv) Change of Title Note;
- (v) Extraction Note; and
- (vi) Associated Book Note etc.

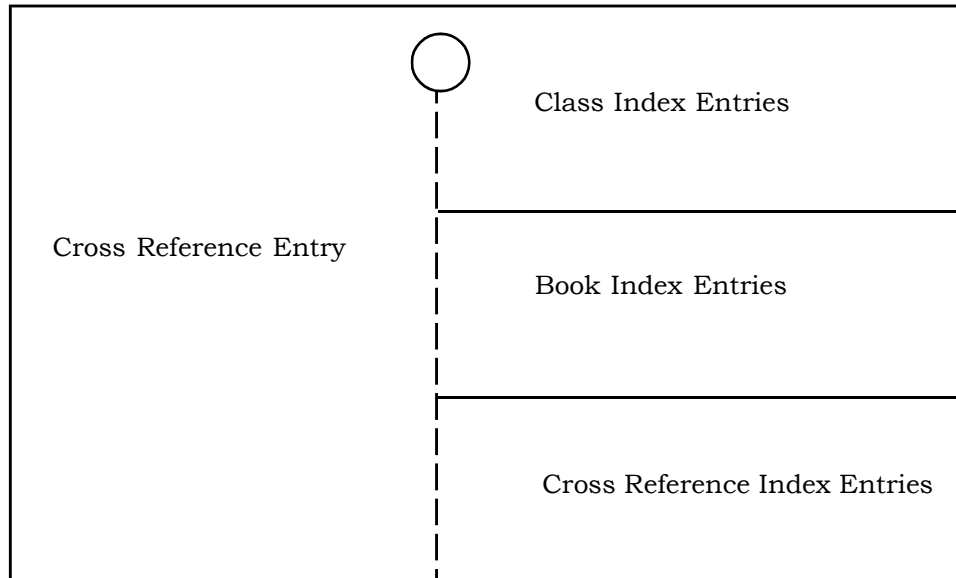
If two or more kinds of Notes are admitted by a document, they should be written as separate section in the sequence given above. The Note Section starts from the second vertical line of the main entry card, the continuation is from the first vertical of the card if needed. The series note is given in circular brackets and number of series is given in arabic number, after giving full stop at the end of series note. If there is any editor or editors of series, these names are provided before the series number.

5. Accession Number :-

This section of Main Entry according to C.C.C. is the last section. In this section we have to provide Accession Number of the document which is taken from the back side of the title page of the book. This number is not needed by the reader, but it is very useful for the library staff. Accession Number is provided on the line before the last line and from the first vertical line. For multiple copies of a document, inclusive notation is used i.e. 234569 means that we have four copies of the document. This number helps the library staff when they do stock verification work.

6. Tracing Section :-

Actually this is the last section of the Main Entry but it does not come in picture because this section is provided on the back side of the Main Entry. This section again is used by the library staff and not by the readers. This information is provided on the back side of the Main Entry and helps to weed out the cards of the books which are either lost or weeded out from the library stock. For Clarification here is provided a sample card :-

**Diagram-2**

Comments : The Main Entry Card is turned upward keeping hole on the top. Now the card is divided in two halves and further the right half is divided in three parts by imaginary lines. In the first part information is provided of the headings of all the Class Index Entries. In the second part information is provided about the Author Index Entry/ies; Title Index Entry; Collaborator/s Entries; Series Index Entry/ies. In the third part we provide information about Cross Reference Index Entries. There can be information about the Editor/s of Series Index Entries or Real Name of the author in the case of Pseudonym. The left half provides information about the Cross Reference Number if there is given any on the document in hand for catalogue. Here both numbers are provided with pencil.

Now before starting example of Main Entry I think it is important to be familiar with the different sections on the catalogue card.

Main Entry


| | | |
|--|-------|---|
| | | Collection Number |
| | Class | Number Book Number |
| | | SURNAME (Real Name). |
| | | Title : Sub-title : Name of Collaborator. Ed. (Note Section) |
| | | Accession Number |
| | |  |

Diagram-3**Ist Sample of Main Entry (C.C.C.)****Information given on title page :**

An introduction to Economics
 8th Edition
 Paul A. Samuelson
 Institute Professor, MIT
 International Student Edition
 McGraw-HILL BOOK COMPANY
 New York St. Louis San Francisco Dusseldorf
 London Mexico Panama Sydney
 Toronto
 KOGAKUSHA COMPANY LTD.
 Tokyo

Back of the title page :

Copyright – 1995, 1958, 1961, 1964, 1967, 1970 by
 Mc-Graw-Hill, Inc.
 Size : 23 cm. Pagination : XXIII + 868.
 Class Number : X
 Book Number : N7
 Accession Number : 35432

The above information is of a Single Author Book. Students can see that there is

so much information about the book for which we have to make Main Entry according to C.C.C. We know the size and capacity of card. There is limited space in the catalogue card so we have to select information according to the code. The selected information is given below :

1. Title of the book : An Introduction to Economics
2. Edition : 8th
3. Name of the Author
 - (i) Surname : Samuelson
 - (ii) Forename

or

Personal Name : Paul A
4. Class Number : X
5. Book Number : N7
6. Accession No. : 35432

For the selection of information S.R. Ranganathan has asked for the Law of Parsimony. Now we will prepare Main Entry of this book according to C.C.C.

Main Entry

| | | |
|--|-------|---|
| | X | N7 |
| | 35432 | SAMUELSON (Paul A). Introduction to economics. Ed 8. |
| | | ○ |

Comments :- CCC Rule No.J44

“The rendering of a Title Page Name consisting of one and only one Fully spelt-out word, though preceeded by initials is to write the fully spelt-out word as the Entry Element and to write the expansion of the initials as the secondary element.”

CCC Rule No. J46 :

“For rendering of a title page consisting of two or more, it should first be rendered to the Entry Name, and the Entry Element and the Secondary Element should be separated

out with the aid of the Definitions. The rendering is to consist successively of the :

(a) Entry Element (b) Secondary Element and (c) Year of Birth or Death according to the information provided.

Here in the title portion initial article "An" is not given and the title portion is started with the next word "Introduction". Edition is provided after the title because edition is always considered important for students and research persons. According to CCC we do not give edition information if the book is of first edition. If information about-edition is not given on the card then it is understood that book is of first-edition.

In this lesson, we have prepared main entry of a simple book but in the coming lessons we will discuss about the complicated books or with more information.

2nd Sample of Main Entry

Information given on Title Page

The Growth of Library Laws in India : 1498-1836.

By

A. K. OHDEDAR

The World Press Private Ltd. Calcutta.

Information on the back of title page

Class Number : 2.2 'M36 ← I 98

Book Number : K6

Accession No. : 314943

Pages : 360 + vii


Size : 20 cm.

Information given on the half title page :-

Ranganathan series in Library Science No.12.

In the first book there is no information about series. It is not compulsory that all the books are published under a series. Sometime a book is published under the name of a series and another title individually. You can also see that there is a subtitle given after the title of the book. It individualizes the laws which are prepared during the year 1498-1836. So we will learn in this case how subtitle and series note is given in the Main Entry according to CCC.

Main Entry

| | | |
|--|-------------------|--|
| | 2 . 2 ' M36 ← I98 | K6 |
| | 394943 | OHDEDAR (AK). Growth of library laws in India : 1498-1836. (Ranganathan series in library science. 12).  |

Comments : Here again initial article 'the' is omitted according to CCC and subtitle of the book is separated from the main title with connecting symbol : In the title portion there comes proper noun of the country i.e. India, so for India I is written in capital letter.

We have discussed about two books and made Main Entries with other information i.e. subtitle and series note. There can be books for cataloguing in a library which have only collaborator as author i.e. Editor or Translator. In this case we make Main Entry under the name of Editor or Translator. For this purpose we have to provide individualizing element. Editor or Translator and the abbreviation used for this purpose would be Ed or Tr and these abbreviations would be underlined with pen. For this purpose we will take another example where you will find Editor or Translator in place of author of book.

III. Sample of Book**Information given on title page :-**

ATOMIC ENERGY IN AGRICULTURE

Edition Sixth

Edited by

WILLIAM EDWARD DICK

HOLDEN DA

San Francisco, Cambridge London

Amsterdam 1995.

Back of the Title Page

Class Number : J : (C9B2)

Book Number : N57

Pages : vii, 180

Accession Number : 211341

Copy Right Year : 1995

Information given on Half Title Page

ATOM FOR PEACE SERIES No.13.

Edited by D. Wragge Morley

You can see that in this example there is no personal author. The place where generally name of author is written, there is given name of the Editor. So here we will make Main Entry of the book under the Editor.

| | | |
|--|-------------|---|
| | J : (C9 B2) | N57 |
| | 211341 | DICK (William Edward), <u>Ed.</u> Atomic energy in agriculture. Ed 6. (Atom for peace series. Ed by D Wragge Morley. 13). |
| | | ○ |

Comments : Here last word of the name of the Editor is taken as entry element and the individualizing element Ed is underlined with pen. Name of the editor of series is given after the name of series and the series number is given after the name of editor of series.

In this lesson you have come to know about cataloguing, catalogue card, sections of Main Entry alongwith two examples of simple, single author books. In the coming lessons we will learn about two authors, three authors and more than three authors. There are given two questions for your practice. Do these titles and send to the department at the given address as early as possible so that you may get them back after evaluating.

References and Further Readings

1. GIRJA KUMAR and : Theory of Cataloguing : Vikas Publishing House KRISHAN KUMAR New Delhi.
2. HENRY A. SHARP : Cataloguing : A text Book for use in Libraries 5th Ed. Bombay. Allied Pub. 1964.

3. ERIC J. HUNTER : Cataloguing : A guide Book. London : Beryngley, 1974.
4. KRISHAN KUMAR : An Introduction to Cataloguing Practice. New Delhi :Vikas Pub., 1986.
5. RANGANATHAN, S.R. : Classified Catalogue Code with additional rules for Dictionary Code. 5th Ed. Bombay : Asia Publishing, 1964.
6. AJIT SINGH : Cataloguing : Procedure Manual (A.A.C.R - II & CCC).

ADDED ENTRIES – BOOK INDEX ENTRIES

In lesson number 1 of this paper you have learnt, how to prepare Main Entry according to C.C.C. of simple books. In the present lesson you will learn how to prepare other entries of the books for which we have prepared only Main Entries in our previous lesson. The Main Entry is always placed in the Classified Part of the catalogue and these entries help to select books on the topics or subjects. If a reader does not know about the classification scheme in which you have classified the books, he or she will not get material of his or her choice. For the help of readers we have to make entries in which readers may find the name of author of the book, name of the book, editor or translator's name, series name etc. These entries are called Added Entries or Book Index Entries. To understand about these entries in detail, students are advised to read Chapter M.K. of C.C.C.

Book Index Entries of C.C.C.

C.C.C. describes the following kinds of entries in the classified catalogue :

- (1) Main Entry
- (2) Book Index Entry
- (3) Class Index Entry
- (4) Cross Reference Entry
- (5) Cross Reference Index Entry

These are called Added Entries. Every book is represented in the catalogue by one Main Entry, which is a principal entry and other Added Entries are derived from the information contained in the different sections of Main Entry. The number of Added Entries depends on the character and scope of each book. Now we will learn how to prepare the Added Entries, i.e. Book Index Entry. Book Index Entries for a simple book are as follows :

- (1) Author Index Entry
- (2) Collaborator/s Index Entry
- (3) Title Index Entry
- (4) Series Index Entry

For Author Index Entry there can be a book of Single Author, Joint Author, Three Authors, more than three Authors.

For collaborator Index Entry, there can further be Single Editor, Two Editors, One Translator or Two Translators, Reviser/s etc. depending on the character of a book for cataloguing. Now we will teach you how to make Added Entries i.e. Book Index Entry alongwith sections of Book Index Entry.

A Book Index Entry in general consists of the following sections :

- (1) Leading Section

- (2) Second Section; and
- (3) Index Number

Examples :

Let us take up the same two books for which we have made Main Entries in our previous lesson.

Book-I**Information given on Title Pages :**

An Introduction to Economics
8th Edition
Paul A Samuelson
Institute Professor, MIT
International Student Edition

Mc Graw-Hill Book Company
New York. St Louis San Francisco
Dusseldorf, London, Mexico, Panama, Sydney
Toronto.
KOGAKUSHA COMPANY LTD.
TOKYO

Back of the Title Page :

Copyright - 1955, 1958, 1964, 1967, 1970 by
Mc Graw - Hill, Inc.
Size : 23 cm. Pages : XXIII + 868
Class Number : X
Book Number : N7
Accession Number : 35432.

Book-II**Information given on Title Page**

The Growth of Library Laws in India
(1498-1836)
By
A.K. OHDEDAR

The World Press Private Ltd. Calcutta

Information on the back of Title Page


Class Number : 2.2 'M36 ← 198
Book Number : K6
Accession No. : 314943
Pages : 360 + VII
Size : 20 cm.

Information given on the Half Title Page :

Ranganathan Series in Library Science No.12

Now, we will learn how to make Main Entry of the Book-I and the other Added Entries of this book.

Book-I**Main Entry**

| | | |
|--|-------|--|
| | X | N7 |
| | 35432 | SAMUELSON (Paul A). Introduction to economics. Ed 8.  |

Comments : In the Main Entry of a simple, simple Author book, we provide only the Call Number, Name of Author, Title of the book alongwith Edition Number if it is given and in the end the accession number of the book. For making the Added Entries now we will take information only from the Main Entry of the book. In this case we have given only the Name of the Author and Title of the Book. So in this case of the book we will prepare only two Added Entries (i) Author Index Entry (ii) Title Index Entry with Edition Number.

C.C.C. code does not recommend to make Title Entry but from the reader's point of view it is very important in the case when reader knows only the name of the book. When the reader finds in the catalogue the title of the book he/she will automatically find the author of the book which is given just next to the title of the book. In the Main Entry, first section is Call Number of the book. We must make entries from this Class Number and those entries will be called Class Index Entries and their place for filing is in the Alphabetical Part of the Classified Catalogue Code but we will learn about their making in the next lesson.

The next section of the Main Entry is Author Section or Heading Section. So we will learn how to make Author Index Entry of this book.

Author Index Entry

| | | |
|--|--|---|
| | | SAMUELSON (Paul A). |
| | | Introduction to economics. Ed 8. X N 7 |
| | | ○ |

Comments : Here you will see that the second section of Main Entry has come on the Leading Line. So it starts from the first Vertical Line on the Leading Line. In the case of single author, one single line is sufficient to give the information about the author, if there are two authors then we will have to continue it again from the first Vertical Line. Here, according to rules of C.C.C., entry element of the name is given in capital letters and personal name is given in the circular brackets. No full stop is provided after the abbreviated form of the personal name, i.e., after A there is no full stop. Title of the book comprise second section and it starts with capital letters from the second vertical line. It is must to provide edition number if it is given because edition is always important. If there is any sub-title it is not included.

Third section of Book Index Entry is Index Number. It is always important if this number is not provided one cannot trace book in the library. This number is provided with pencil but here we start writing it backward, starting from the right edge of the card. Hence, again three digit gap is given between the Book Number and Class Number. This Author Index Entry is part of Alphabetical Part of the Classified Catalogue.

Title Index Entry

| | | |
|--|--|----------------------------|
| | | INTRODUCTION TO economics. |
| | | By Samuelson. X N 7 |

Comments : Leading section of this entry provides information about the title or name of the book for cataloguing in hand. So we can see that the third section of the Main Entry comes at the first place. Here according to the rules of the code we give first two words of the title of the book in capital letters and rest of the part of the title is given in running hand. Again, here we also do not provide information about the sub-title, only main title of the book is provided. This section starts from the first vertical line and if demands continuation then it is again from the first vertical. The second section starts with the word "By" means B capital and y small from the second vertical line. After the word "By" only Entry element or Sir name of the author is given with first letter capital. Again, third and last part of the Title Index Entry is Index Number. In this case you can see that it is given on the same line where author's sir name is given because there is enough space to provide it with appropriate gaps, i.e. three digit gap. This must be given in pencil. Always remember that whenever Class Number or Call Number is given in any Entry it must be written with pencil.

This Entry is again part of Alphabetical part of the Classified Catalogue. You can see there is no collaborator and no series note in this book. So we have to make Main Entry, Author Index Entry and Title Index Entry.


Note : In C.C.C., book index entry for title is made only :

- (i) if it is fanciful; or
- (ii) if it contains a proper noun; or
- (iii) if it is treated in usage as a proper noun; provided that
 - (1) It has not been used as Heading of the Main Entry.
 - (2) If it is not, as such, eligible to be used as the Main Heading of C.I.E. of the

book. (Rule MK 22)

But for practice Book Index Entries titles have been provided in the lessons.

Main Entry

| | | | |
|--|-----|------------|---|
| | 2.2 | M 36 ← 198 | K6 |
| | 314 | 93 | OHDEDAR (A K). Growth of library laws in India : 1498-1836. (Ranganathan series in library science. 12).  |

Comments : Here for this book we have provided sub-title in the form of years during which period laws are framed. Title and sub-title are separated with :

Initial article "The" is excluded. Further information about series is provided in the Main Entry. So we shall prepare Author Index Entry, Title Index Entry and Series Index Entry for this book. Always remember that Accession Number is provided only in the Main Entry.

Added Entries : Now we have to make Added Entries of this Book. Source of information is now Main Entry and not the Book because we have given needed information in the Main Entry according to C.C.C. The code instructs us to use the Law of Parsimony. Catalogue card has limited space and we must use it for important information which would be helpful to the readers to locate the book in the library. In the Main Entry information is given (1) Index Number, i.e. Call Number for which we will tell you later on how to prepare Class Index Entries. (2) From the Heading Section we will prepare Author Index Entry. (3) From the Title portion, Title Index Entry and (4) From Series Section we will prepare "Series Index Entry". Last is accession part of the entry which is provided only in the Main Entry

Author Index Entry

| | | |
|--|----------------|--|
| | | |
| | OHDEDAR (A K). | |
| | | Growth of library laws in India : 1498-1836. 2.2 'M 36 ← I 98 K6 |
| | | ○ |

Comments : Heading section of the Main Entry comes at the leading line and starts from the first vertical line. Title of the book is given in the second section starting from the second indention after deleting the initial article "The". Here in this book sub-title is mentioned because of years covering the laws made during the specific period, otherwise in Author Index Entry sub-title is not provided. Index number is given in the next line but starting from the right edge because there is not sufficient space to provide it immediately after the title, leaving three digit gap.

Title Index Entry

| | | |
|--|--|--|
| | | |
| | GROWTH OF library laws in India : 1498-1836. | |
| | | By Ohdedar. 2.2.'M36 ← I 98 K6 |
| | | ○ |

Comments : In Title Index Entry again initial article is not given. First two words are written in caps and rest of the title is in running hand except I for India is in capital because of proper name. Always remember that if any personal name comes in the title of the book then every first letter of the word or words will be given in capital. Personal name can be of a country, city or a person. Index Number is given after the Sir name of the author as there is enough space to give it.

Series Index Entry

| | | |
|--|----|---|
| | | RANGANATHAN SERIES IN LIBRARY SCIENCE |
| | 12 | Ohdedar : Growth of library laws in India. 2.2.M36 ← I 98 K6 |
| | | ○ |

Comments : In Series Index Entry, the entry starts with series note. Here whole of the series note is given in capital letters. It may cover single line or take another line. If continuation is needed then again continue from the first indention. No full stop (.) is provided after the series note. Series number is given in the next line between first and second indention in arabic number though it may be given in the book in Roman or words. After the series number, without any connecting symbol Author's Sir Name is provided, only first letter of Sir Name in caps and other letters small. After Sir Name of the author colon (:) is provided before starting the title of the book. First letter of the first word of the title is given in capital. The last section again ends with the Index Number written with pencil.

You have seen that in the first book we have prepared two Added Entries. But for the second book we have prepared three Added Entries. It should be clear to you that number of Added Entries depends on the character of book which is in your hand for cataloguing and there is no fix number.

Book-III

Information given on Title Page :

ATOMIC ENERGY IN AGRICULTURE

Edition Sixth
 Edited by
 WILLIAM EDWARD DICK
 HOLDEN DAY
 San Francisco, Cambridge, London.
 Amsterdam, 1995.

Information given on the back of Title Page :

Class Number : J : (C9B2)
 Book Number : N57
 Pages. : vii, 180
 Accession Number : 211341
 Copy Right Year : 1995

Information given on Half Title Page :

ATOM FOR PEACE SERIES, NO.13

Edited by D. Wragge Morley.

In this book, you can see, there is no author, rather the book is written under the editorship. So we will prepare Main Entry and Added Entries for the book so that you may learn to catalogue a book in which Editor is author. Here individualizing element is in abbreviated form i.e. (Ed) will be given after the name of the Editor.

Main Entry

| | | |
|--|----------------|---|
| | J : (C9B2) N57 | |
| | 211341 | DICK (William Edward), <u>Ed.</u> Atomic energy in agriculture. Ed 6. (Atom for peace series. Ed by D Wragge Morley. 13). |



Editor Index Entry

| | | |
|--|------|---|
| | DICK | William Edward), <u>Ed.</u> |
| | | Atomic energy in agriculture. Ed 6. J : (C 9B2) N 57 |

Comments : This Entry, i.e. Editor Index Entry is a part of Added Entries but individualizing element Ed is written after the name of Editor so that it may become clear to the readers that this book is written by the Editor. Before Ed there is given , (comma) and Editor's abbreviation is underlined.

Title Index Entry

| | | |
|--|--|--------------------------------------|
| | | ATOMIC ENERGY in agriculture. Ed 6. |
| | | By Dick, <u>Ed.</u> J : (C 9B2) N 57 |

Comments : First two words of the title are given in caps and rest of the title in running hand. Here again individualizing element Ed is given after the Sir Name of the editor.

JOINT AUTHORS/JOINT EDITORS

Dear students, in a library there are books under different type of authorship. There can be single author/single editor; two authors/two editors; three authors/three editors; more than three authors/more than three editors etc. Still you have learnt about single author/single editor. Now we will learn how to prepare catalogue cards for the books where there are given two authors or two editors. Let us have two examples where you can learn to prepare cards for joint authors/joint editors or collaborators.

Book 1**Information given on Title Page :**

SOLID GEOMETRY

(Analytical Geometry of Three Dimensions)

Prof. QAZI ZAMEERUDDIN

Department of Mathematics

Kirori Mal College,

University of Delhi

Prof. V. K. KHANNA

Department of Mathematics,

Kirori Mal College,

University of Delhi

1980

VIKAS PUBLISHING HOUSE PVT LTD.

Vikas House-204 Industrial Area, Sahibabad

Distt. Gaziabad, U.P. (India)

Information given on the back of Title Page :

Class Number : B 63

Book Number : M 8

Accession No. : 27889

3rd Edition : 1980

First Published in 1997

ISBN-No. : 0-7069-0560-1

Other InformationPages : XI + 445Size : 23 cm.**Book II****Information given on Title Page :**

DEVELOPMENT OF EDUCATIONAL THEORY AND PRACTICE

(A Treatise on Theory and Principles of Educational and

Sociological Foundations of Education)

By

RAGHUNATH SAFAYA

M.A., M.Ed., Ph.D., P.E.S. (I) 2S

Former Principal

Govt. College of Education, Chandigarh

AND

B.D. SHAIDA,

M.A., B.T., H.E.S.,

Former Assistant Director of

Public Instruction, Haryana

With Forward by :

Prof. V.S. Mathur,

M.A. (London), H.E.S. (I)

Former Professor of Education, H.P.

University of Simla

Dhanpat Rai Publishing Company (P) Ltd.

Regd. Office 4787/23, Ansari Road,

Darya Ganj, New Delhi-110002.

Phones : 3257523, 3257526, Fax : 6237482

Information given on back of the Title Page :

19th Revised Edition, Feb. 1997

© Copy Right Reserved

Call Number : T N72

Accession No. : 46070

Other Information :

Pages : viii + 430

Size : 25 cm.

Book I

Main Entry

| | | |
|--|-------|---|
| | B63 | M8 |
| | 27889 | QAZI ZAMEERUDDIN and KHANNA (V K). Solid geometry : Analytical geometry of three dimensions. Ed 3. |

Comments : In this case Main Entry is prepared under the authorship of both the authors according to the Rule MK 12 of C.C.C. For the Muslim name it is written as it is given on the title page but in the case of Indian name Sir Name is given before the real name of the author.

Author Index Entry

| | | |
|--|--|--|
| | | QAZI ZAMEERUDDIN and KHANNA (V K). |
| | | Solid geometry. Ed 3. B 63 M 8 |

Joint Author Index Entry

| | | | |
|--|--|-------------------------------------|----------|
| | | KHANNA (V K) and KAZI ZAMEERUDDIN. | |
| | | Solid geometry. Ed 3. | B 63 M 8 |
| | | ○ | |


Comments : Due to two authors, we have to prepare two Author Index Entries. In the first entry, names are given as are given on the title page of the book. In the joint authors index entry, second author's name is given at the first place and first author has come on the second place. For title, only main title is given sub-title is not to be given in the author index entries. Index Numbers are given at the end so that readers may trace the books on the shelves in the library.

Title Index Entry

| | | | |
|--|--|---------------------------------|----------|
| | | SOLID GEOMETRY. Ed 3. | |
| | | By Qazi Zameeruddin and Khanna. | B 63 M 8 |
| | | ○ | |

Comments : Entry starts with the name of the book. Title of the book has two words and these are given in caps. If there would have been some more words then we must write them in small letters. Edition is mentioned after the title as it is always considered important. After directing element "By" Sir names of both the authors are given but only first letters of each word is in the caps. Both the Sir names are joined with the word "and".

Main Entry

| | | |
|--|-------|--|
| | T | N72 |
| | 46070 | SAFAYA (Raghu Nath) and SHAIDA (B D). Development of educational theory and practice : A treatise on theory and principles of educational and sociological foundations of education. Rev. Ed 19.  |

Book II

Comments : This book again has joint authorship. Sir names of both the authors are written in caps and personal names are given in circular brackets. Both names are joined with the word 'and' in smalls. Sub-title of the book is separated from the title with colon (:) without omitting the initial articles 'A'. For revised edition, word 'Rev' is added

after the edition statement. Last is accession number.

Author Index Entry

| | | |
|--|--------|---|
| | | SAFAYA (Raghu Nath) and SHAIDA (B D). |
| | Ed 19. | Development of educational theory and practice.Rev. T N 72 |

Added Entries

Comments : Two author entries are prepared in this case. In the Joint Author Index Entry, name of the second author is given at the first place so that if a reader forgets the first name, he can find the book of choice. One thing important is that we can add year of birth of the authors of some names so that we may fix the place of card in the

Joint Author Index Entry

| | | |
|--|--------|---|
| | | SHAIDA (B D) and SAFAYA (Raghu Nath). |
| | Ed 19. | Development of educational theory and practice.Rev. T N 72 |

Comments : Two author entries are prepared in this case. In the Joint Author Index Entry, name of the second author is given at the first place so that if a reader forget the first name, He can find the book of choice. One thing important is that we can add year of birth of the authors of same names so that we fix the place of card in the catalogue

Title Index Entry

| | | |
|--|--|---|
| | | DEVELOPMENT OF educational theory and ctice. Rev.Ed 19. |
| | | By Safaya and Shaida. T N 72 |

while arranging the cards.

Comments : First two words of title are written in caps and rest of the part of title in running hand. Edition statement is given after the title with the word 'Rev'. After 'By' both authors sir names are given and joined with the word 'and'. Only first letter of sir names are given in caps.

If there are joint authors there can be joint editors thus we will have another book which is published by joint editors.

Book III

Title Page

SOCIAL EFFECTS
ON
MASS MEDIA IN INDIA

Edited by
N. BHASKARA RAO

G.N.S. RAGHAVAN

GYAN PUBLISHING HOUSE
NEW DELHI-110002.

Information given on the back of the Title Page :

Mass Communication, information and
broadcasting series No.33.

© N. Bhaskara Rao and G.N.S. Raghavan

Class Number : 41.2

Book Number : N6

Accession No. : 52359

Other Information :

Pages : xi + 315

Size : 23 cm.

Main Entry

| | | |
|--|--------|---|
| | 41.2 | N6 |
| | series | RAO (N Bhaskara) and RAGHAVAN (G N S), <u>Ed.</u> Social effects of mass media in India. (Mass communication, information and broadcasting series 33). |
| | 52359 | ○ |

Comments : Here word Ed is added after the names of the editors so that it may be clear to the reader that book is published under the authorship of editors. For India 'I' is in caps due to proper name of country in the title portion. Series is provided in circular brackets and accession number is given at the end starting from the 1st indentation.

Added Entries

Editor Index Entry

| | | |
|--|-----|---|
| | RAO | N Bhaskara) and RAGHAVAN (G N S), <u>Ed.</u> |
| | | Social effects of mass media in India. 41.2 N6 |
| | | ○ |

Joint Editor Index Entry

| | |
|--|---|
| | RAGHAVAN (G N S) and RAO (N Bhaskara), <u>Ed.</u> |
| | Social effects of mass media in India. 41.2 N6 |
| | ○ |

Title Index Entry

| | | |
|--|--|--|
| | | SOCIAL EFFECTS of mass media in India. |
| | | By Rao and Raghavan, <u>Ed.</u> 41.2 N 6 |
| | | ○ |

Series Index Entry

| | | |
|----|--------|---|
| | | MASS COMMUNICATION, INFORMATION AND BROADCASTING |
| | SERIES | |
| 33 | | Rao and Raghavan, <u>Ed.</u> : Social effects of mass media in India. 41.2 N6 |
| | | ○ |

Comments : Two editors entries are prepared here due to two editors and word 'Ed' is added after the names of the editors and word Ed is underlined. In title index entry again word 'Ed' is added and underlined. Same is the method adopted in Series Index Entry.

You have learnt about making Added entries of joint authors and joint editors in this lesson. Two titles are given in your second response sheet. Prepare main and all Added Entries supposed to be made and send for evaluation.

Note : For detailed study consult C.C.C. Chapters FC5, FN61, MK1, MD3, MD54, LE, JF4, MK 211, MD1, MD etc.

(A) MORE THAN TWO AUTHORS AS HEADING

In this lesson, we will tell you how to catalogue a book according to the first code, i.e., C.C.C. where there are more than two authors or collaborators. We are taking two books for practice.

Book-I

Information given on Title Page

DIMENSIONS
IN
LIBRARY AND INFORMATION SCIENCE
DR. G.D. BHARGAVA
DR. A. TEJOMURTHY
DR. P.N. SEHGAL
1986
NAMIMA PUBLICATION
INDORE

Information given on back of the Title Page

DR. G.D. BHARGAVA (1928)
DR. A. TEJOMURTHY (1941)
DR. P.N. SEHGAL (1945)
First Edition : 1986
Class Number : 2 : 97
Book Number : M61
Accession No. : 149995
Foreword written by DR. SHIV MANGAL SINGH

Other Information

Pages : xiii + 192
Size : 25 cm.

Book II

Information given on Title Page

Concepts in Communication Informatics and
Librarianship-34.
General Editor : S.P. Agarawal.
COMMUNICATION
INFORMATICS AND LIBRARIANSHIP
IN INDIA
(An Introductory Guide to Publications)

based on a survey of Libraries in capital cities of India)

S.P. AGARAWAL

Former Director

National Social Science Documentation Centre,
ICSSR—New Delhi

PUSHPA RANI SHARMA

National Social Science Documentation Centre
ICSSR—NEW DELHI

SHAKUNTLA SHARMA.

M.A., M.Lib.Sc.

Assisted by

Dr. Meenu Chopra

Dr. Kitti Sharma

CONCEPT PUBLISHING COMPANY

NEW DELHI—110059

Information given on Back of the Title Page

Class No. : 2 : 97a

Book No. : N2

Accession No. : 23456

First Published in 1992.

ISBN – 81 – 7022 – 417 – 9.

Other Information

Pages : Vi + 479


Size : 25cm.

Now we shall prepare Main Entry and Added Entries of these books one by one.


Book I

Comments : Whenever there are more than two authors, may be three or four

Main Entry

| | | |
|--|-------|---|
| | 2: 97 | M61 |
| | 24995 | BHARGAVA (G B) and others. Dimensions in library and information science.  |

Author Index Entry

| | | |
|--|--|--|
| | | BHARGAVA (G B) and others. |
| | | Dimensions in library and information science. 2 : 97 M 61  |

Title Index Entry

| | | |
|--|--|--|
| | | DIMENSIONS IN library and information science. |
| | | By Bhargava. 2 : 97 M 61 |
| | | ○ |

Main Entry will be made under the name of the author which comes first in position or in the name which is given with special treatment, i.e., in bold letters. Method is the same, sir name comes first in caps and personal in circular bracket. In the last word 'and others' are added without any connecting symbol and underlining.

While making Added Entries, i.e., Author Index Entry and Title Index Entry, the words 'and others' are again added. Do not forget to give Index Number in the end with pencil. Again Accession Number is provided only in the Main Entry as it is always useful for the library staff.

Here, in the case of three authors or more authors we have taken only the first. You can say that if there is provision for ignoring all but the first author then it may be asked why should not such a procedure be adopted uniformly in all cases of joint authors or collaborators, even if the number of authors is two. The special treatment given to the number 'two' and denied to the number 'three' and greater numbers is purely out of defence to the habit of readers. It is found from existence that books by the authors are usually referred to by the names of both the authors, as 'Harkness and Marly', 'Beaumont and Fletches', 'Jothas and Beri' and so on. But such a practice does not obtain when the number of authors is greater than two. But then you can say that why not secure uniformity by mentioning the names of all the joint authors in all cases. It becomes unwisely and it inconveniently crowds the cards. And as it has been said that readers do not, generally, remember all the names.

So, it becomes clear that if the title page contains the names of three or more Joint Authors or Collaborators, the name of the first mentioned is to be used as the Heading and the words 'and others' is to be added thereafter.


Note : In the code, it is stated to add the word “etc.” after the name of the first author. However, the word “etc.” has been replaced in amended rule by the words “and others”. (*Amended Rule Number MD33*)

B. MORE THAN TWO COLLABORATORS AS HEADING

If the title-page does not give the name of a Personal Author or the names of Joint Personal Authors or indicate Corporate Authorship or give a Pseudonym or Pseudonyms in the Author Statement but contains the names of collaborators those names are to be used as Heading and a Descriptive Element "Ed" is to be added after comma given to the word 'etc.' This indicates the role of the person. It is to be remembered that Descriptive Element is to be underlined with pen. (Rule ED 53 and Ed 82).

Now we will take Second Book and prepare Main and Added Entries of the book.

Main Entry

| | | |
|--|------------|---|
| | 2 : 97a N2 | |
| | 23456 | AGGARWAL (S P) and others, <u>Ed.</u> Communication informatics and librarian- ship in India : An introductory guide to publications based on a survey of libraries in capital cities of India. (Concepts in communication informatics and librarianship. Ed by S P Aggarwal.34).  |

Book II

Editor Index Entry

| | | |
|--|-----------|--|
| | | AGGARWAL (S P) and others, <u>Ed.</u> |
| | in India. | Communication informatics and librarianship 2 : 97 a N2 |
| | | ○ |

Title Index Entry

| | | |
|--|--------|--|
| | | COMMUNICATION INFORMATICS and librarianship in |
| | India. | By Aggarwal and others, <u>Ed.</u> 2 : 97 a N2 |
| | | ○ |

Comments : Here in Editor Index Entry the Individualizing element is given and underlined with pen before giving 'etc'. In the Title Index Entry again Individualizing element is given and underlined so that readers may know that there is responsibility of other editors in the book but no Added Index Entry is made for those editors.

There is Series Note in the book alongwith Editors of Series. So we have to make

two more entries. One is Series Index Entry and the other is Editor of Series Entry. We make Editor of Series entry as part of Added Entries or Book Index Entries so that a reader may not consider it Editor of the book.

A series is a set of books not constituting a multi-volumed book, but can be having the following attributes :

- (i) The books are issued normally successively by one publisher or by one sponsoring body or person, usually in a uniform style, and having some similarity or standard or purpose.
- (ii) Each book has normally a distinct and independent title and/or other feature of its own.
- (iii) Each book has normally a different author.
- (iv) There can be a collective name to denote the set, called the Name of the Series and given in all or atleast in one of the books of the set.
- (v) Each book is or can be assigned a distinct number, called the Serial Number. It may belong to a system of simple or complex ordinal number such as 1, 2, 3, 4 or 3.1, 3.2, 3.3 etc. or 1987.1, 1987.2, 1987.3 etc.

So from the above explained qualities or attributes you can recognise whether a title given to you for cataloguing is having any Series note or not. Names of the editors of the Series are naturally given immediately after Series note.

Series Index Entry

| | | | |
|--|----|--|----|
| | | CONCEPTS IN COMMUNICATION INFORMATICS | |
| | | AND LIBRARIANSHIP | |
| | 34 | Aggarwal and others, <u>Ed</u> : Communication informatics and librarianship in India. | |
| | | 2 : 97a | N2 |
| | | ○ | |

Editor of Series Index Entry

| | | |
|--|--|--|
| | | AGGARWAL (S P), <u>Ed</u> : |
| | | <u>See</u> CONCEPTS IN COMMUNICATION INFORMATICS AND LIBRARIANSHIP IN INDIA. |
| | | ○ |

Comments : In Editor of Series Index Entry on the leading line is given the name of the Editor of Series with individualizing element 'Ed' after , and is underlined. In this entry, information about Authors and title of the book is not provided. In this entry, it is made clear to the readers that this person is not author of the book. For further clarification, Index Number of the book is also not given. If a reader wants to see any book published under this series one can consult the Series Index Entries where all the books published in the series are arranged alphabetically with Series No. and authors of the books. (Rule LE 1, 2, 3, 4). In case of Joint Editors, an Editor-of-Series Index Entry is to be made for each of the Permuted Sequence of the names like Joint Authors and both names are joined with the word 'and'.

(C) AUTHORS'S NAME MERGED IN THE TITLE**OR****NAME OF ORIGINAL AUTHOR MERGED IN TITLE**

Some works are almost immortal. They have elements of permanent value. They are saturated with the personality of the author which it self is very powerful and highly organised. It is usually a seminal book cutting new ground, giving new ideas and so on. It gets printed repeatedly even after centuries. For example, DDC, Sear's List of Subject Headings. I have taken the example of library science books so that it may become very clear to you to understand, the problem. In both the books, names of the original Authors are merged in the titles of the books. These are classics in the field of library science. Since the classic outlives the author, the title page of any later edition of it often necessarily contain the name of a collaborator as editor or as translator or in any other capacity. It may even happen that the name of original author is totally absent from the title page.

Here we are concerned only with fairly long-lived works. These works embody current knowledge or current information. For this reason, it has to be revised and brought up to date from time to time as is the case both DDC and Sears List of Subject Headings. In other words, its current validity essentially requires correction or omission of old matter and addition of new matter from time to time. But the frame work of the original edition is retained in all successive editions. Such a work often occurs in all the sciences particularly in taxonomic works of natural sciences, medical works and legal works. You can see the same policy adopted in DDC's different editions and Sear's list also. (Rule GE 1, 2, 4).

Whose names are we to use as the heading of the Main Entry in such cases ? That is the conflict in authorship. The person who easily has the knowledge to resolve the conflict is the one who brings out the later editions. Even the decision by him is subject to common human frailties affecting him. He may be too sentimental and either give the name of the original author as the Author in the title page and give his own name only as a collaborator, as he may even omit his name altogether from the title page even when more than half the work embodied in the new edition is different from the work of the original edition. On the other hand, in some cases an egoistic editor of a new edition

may omit the name of the original author and insert his own name as the author even though the change in the work embodied in the new edition is much less than half of the original work. The merging of the name of the original author in the title may be due to one of three causes.

1. It may be in recognition that the frame work designed by the original author continues to be valid though the details need to change from time to time.
2. It may be out of defence to the memory of the original author.
3. It may be as a means of having the benefit of the goodwill established for the
work by the original author.

Dr. Ranganathan says that we must follow the law of ascertainability that what is indicated in the title page, rather than sit in judgement over what is given in the title page.

Now we will take one book for practice and in this book we will also learn about an original author alongwith a collaborator.

I. BOOK FOR PRACTICE

Information given on the Title Page

SEARS LIST OF SUBJECT HEADINGS

11th Edition

Edited by

BARBARA M. WESTBY

THE W.H. WILSON COMPANY

NEW YORK

1977

Information given on the back of the Title Page

Class Number : 2 : 55

Book Number : N77

Accession Number : 34579

Other Information

Size : 25 × 17 cm.

Pages : XXXXI + 1073


Note : (a) The first three editions were prepared by Minnie Earl Sears. The successive editors have followed by policy established by Sears.

(b) There is a useful bibliography given on page xxxiii to xxxiv.

(c) From first to fifth editions, the list was published under the title

'List of Subject Headings for small libraries'.

Main Entry

| | | |
|--|--------|--|
| | 2 : 55 | N77 |
| | 34579 | SEARS (Minnie Earl). Sears list of subject headings. Ed 11. Ed by Barbara M Westby. <u>"Published previously as</u> List of subject headings for small libraries"  |

Comments : Main Entry is made under the name of original author. Editor's name is given after the edition of the book in the title section. In the note section information is given about the name of the title which was given to its first five editions. Now we will prepare Added Entries one by one for the book and the source of information is again the Main Entry. (Rule MF 51 with example)

Author Index Entry

| | | |
|--|---|---|
| | SEARS (Minnie) Earl). | |
| | Sears list of subject headings. Ed 11. <u>"Published previously as</u> List of subject headings for small libraries." 2 : 55 N77 | |
| | | ○ |

Comments : In Author Index Entry again note is given before the Index Number of the book. (Rule MK 234). Here name of the Editor of the book is not provided according to the rules of CCC but we will prepare Added Entry for the Editor of the book and learn how to prepare collaborator entry when there is original author.

Editor Index Entry

| | | |
|--|--|---|
| | WESTBY (Barbara M), <u>Ed.</u> | |
| | Sears : Sears list of subject headings. Ed 11. 2 : 55 N77 | |
| | | ○ |

Previous Title : Author Index Entry

| | | |
|--|--|--|
| | | SEARS (Minnie Earl). |
| | | List of subject headings for small libraries." <u>"Published later as</u> Sears list of subject headings. Ed 11. 2 : 55 N77 |

Title Index Entry

| | | |
|--|--|--|
| | | SEARS LIST of subject headings. Ed 11. |
| | | By Sears. <u>"Published previously as</u> List of subject headings for small libraries." 2 : 55 N77 |

Comments : For the preparation of Editor Index Entry or you can say Collaborator Entry, Editor's name is taken as Heading on the leading line with individualizing element word "Ed" and is underlined.. In new section author's Sir name is given and separated from the Title of the book with : , then Edition number and in the last Index Number is given with pencil to locate the book in the library. One more entry is made under the Author Index Entry with the previous name of the title so that it may help the readers

who know about the previous name and directed them to with the name of new title in the note section. But Title Index Entry is made with the current title of the book.

So in this book case you have learnt two things, i.e. when Author is merged with the title of the book and other is collaborator with the Author of the book.

(D) A BOOK WITH ORIGINAL AUTHOR AND TRANSLATOR/PSEUDONYM

Students may find in the libraries some books in translated form. Sometimes, a book is originally written in Russian language but later on translated in English, Hindi and Punjabi etc. So far classification, we classify those books in which they are originally written but in the Book Number we provide the language number. While we catalogue a translated book, catalogue card or Main Entry is made under the original author and collaborator's or translator's entry is made under Added Entries or Book Index Entries. We will take now a book which is originally written in Hindi and later on translated in English.

PSEUDONYM is another problem faced by the cataloguer while cataloguing a book. You can say what is pseudonym. Pseudonymous Author is 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 a author or it may even get started in a casual way, either in his own time or in later times. The motive for the suppression of the real name may be various-diffidence, sense of shame; fear of consequences; freakishness; joking, mystifying or hoaxing instinct. Ranganathan himself had used the pseudonym 'Arithmeticus' for writing in articles and 'Libra' also. The reasons are not relevant for cataloguing purposes. In English literature George Eliot is an another example. In Hindi, Munshi Prem Chand is also a pseudonym of the writer and his real name is Dhanpat Rai.

Rule MD 4 prescribes that the pseudonym will be the heading of the Main Entry and the real name of the author will be given in circular brackets if it appears in a subordinate manner on the title page; and in case it has been traced from outside sources, it will be entered in square brackets for example :

GILBERT (Anthony), Pseud, (ie Lucky Malleeson)

CAROLL (Lonis), Pseud (ie Charles Lutwiz Dedgson)

Pseudonym appearing on the title page will be used as heading of the Main Entry. Cross reference index entries will be prepared from all other pseudonyms of the author found in different works. Sometimes an author appears in different of his writings with different pseudonyms. However, such an information about use of different pseudonyms shall be available from the real name of the author for whom a cross reference entry already exists in catalogue. If there are two or more pseudonyms they are connected with the word 'and'.

Now we will take two books for cataloguing

Book I

Information given on the Title Page

GODAN
A Novel of Peasant - India
Translated by
JAI RATTAN AND P. LAL
1963
JAICO PUBLISHING HOUSE
BOMBAY

Information given on the back of Title Page

Class Number : 0152, 3M84, 14
Book Number : 111K3
Accession Number : 273431
Prem Chand Pustak Mala. No.14

Other Information

Pages : i – x, 262 P.
Size : 21 cm.

Note : The real name of Prem Chand as revealed from the back of title page is Dhanpat Rai.

Book II

Information given on the Title Page

(Studies in English Literature No.12)
A CONNECTICUT YANKEE IN KING
ARTHUR'S COURT
By
MARK TWAIN
Illustrated by
WARREN RELLER
HERITAGE PRESS
NEW YORK

Information given on the back of Title Page

Class Number : 0113, 3M35, 19
Book Number : M89
Accession No. : 23456
Copy Right : 1989

Other Information

Pages : 315 + xii
Size : 18 × 22 cm.
Illustrated

Note : Real name of the author is Samuel Longhorne Clemens. This information was found in the Introduction written by C.M. Jones. Book is translated from French by

James H. Render. This information is also given in the Introduction. All the works of this author have been appeared under one pseudonym, i.e. Mark Twain.

Main Entries and Added Entries are prepared as :

Book I

Main Entry under Pseudonym

| | | |
|--|----------------|--|
| | 0152, 3M84, 14 | 111K3 |
| | 273431 | PREM CHAND, <u>Pseud.</u> (ie Dhanpat Rai). Godan : A novel of peasant India. Tr by Jai Rattan and P Lal. (<u>His</u> pustak mala. 14). |

Comments : Main entry is under the Pseudonym. The word 'Pseud' is abbreviation for pseudonym and it is underlined. Real name is given in the circular brackets. Names of collaborators those are translators are given after the Main Title and sub-title. In series note, Series note starts with the pseudonym of the author. The name is not repeated here rather 'His' is written and it is underlined. It is only to save time and space.

Translator Index Entry

| | | |
|--|--------------------------------------|--|
| | RATTAN (Jai) and LAL (P), <u>Tr.</u> | |
| | | Prem Chand, <u>Pseud.</u> : Godan. 0152, 3M84, 14 111K3 |

Joint Translator Index Entry

| | | |
|--|--------------------------------------|--|
| | | |
| | LAL (P) AND RATTAN (Jai), <u>Tr.</u> | |
| | | Prem Chand, <u>Pseud</u> : Godan. 0152, 3M84, 14 111K3 |
| | | ○ |

Series Index Entry

| | | |
|--|-------------------------|---|
| | | |
| | PREM CHAND, PUSTAK MALA | |
| | 14 | <u>His</u> , <u>Pseud</u> : Godan. 0152, 3M84, 14 111K3 |
| | | ○ |

Comments : We have prepared here only Translator Index Entries and Series Index Entry. There are two translator entries due to two translators. You have seen that we have not prepared here Author Index Entry and Title Index Entry. The class number of the book shows that this book belongs to the Main Class Literature according to C.C.C. While we catalogue a book of literature class in C.C.C. we prepare Class Index Entries after preparing Main Entry to avoid duplicacy of cards or entries. We will discuss about this in our next lessons. In Series Index Entry again at the place of author's name we have used the word 'His' and it is again underlined. This is also an implication of law of parsimony to save time and space.

Book II

Main Entry under Psuedonym

| | | |
|--|-------|--|
| | | O113, 3M35, 19 M89 |
| | 23456 | TWAIN (Mark), <u>Pseud</u> , (ie Samuel Longhorne Clemens). Connecticut Yankee in king Arthur's court. Tr from French by James H Render. (Studies in English literature.12). |
| | | ○ |

Translator Index Entry

| | | |
|--|--|--|
| | | RENDER (James H), <u>Tr.</u> |
| | | Twain, <u>Pseud</u> : connecticut Yankee in king Arthur's court. O113, 3M35, 19 M89 |
| | | ○ |

Series Index Entry

| | | |
|--|----|--|
| | | STUDIES IN ENGLISH LITERATURE |
| | 12 | Twain, <u>Pseud</u> : conecticut Yankee in king Arthur's court. O113, 3M35, 19 M 83 |
| | | ○ |

**Cross Reference Index Entry
Real Name to Pseudonym**

| | | |
|--|--|---|
| | | CLEMENS (Samuel Longhorne). |
| | | <u>See</u> TWIN (Mark), <u>Pseud</u> . |
| | | ○ |

**Cross Reference Index Entry
Pseudonym to Real Name**

| | | |
|--|----------------------------|--|
| | TWIN (Mark), <u>Pseud.</u> | |
| | | <p><u>See</u> CLEMENS (Samuel Longhorne).</p> <p style="text-align: center;">○</p> |

Comments : Here in Main Entry name of the language from which this book is translated is given with first letter of French in capital. Two cross reference entries are made so that readers may know both the names, i.e. real and pseudonym and trace the books. Other Class Index Entries will be taught in coming lessons.

Recapitulation : In this lesson, you have learnt about more than two Authors, more than three collaborators, Author with collaborator, Author's name merged in the title of the book and book published under Pseudonym of an author. For all these problems you can consult C.C.C. by S.R. Ranganathan. While writing lessons and making off all entries, rules are mentioned. You can consult the Index given behind the book and it will direct you to the proper rule.

You will find three books for your exercise in the third response sheet. What you have learnt in this lesson can practise on these titles. Please send the Response Sheet as early as you can so that you may know what are your shortcomings. Prepare Main Entries and Added Entries of books except Class Index Entries.

BOOKS FOR FURTHER READINGS

- | | | | |
|----|---------------------------------|---|-------------------------------|
| 1. | Classified Catalogue Code | : | S.R. Ranganathan |
| 2. | Theory of Cataloguing | : | Girja Kumar and Krishan Kumar |
| 3. | Classified Catalogue Code | : | A.K. Verma |
| 4. | Manual of Practical Cataloguing | : | Muhammad Riaz |

ANONYMOUS BOOK, CLASS INDEX ENTRIES AND TRACING

An anonymous book is a book for which authorship is not clearly given on the book. It may be a personal author or corporate authorship. Many religious books and old classics are examples of anonymous books. The title page of anonymous book may give the name of collaborator in the form of editor, translator, illustrator or commentator etc. but the real author's name is not found anywhere. According to C.C.C. (P. 361) the collaborator whose name is given on the title page be chosen as the heading of a main entry. The rendering of the title as Heading is to be done according to Rule JF4 that the First two words are to be deemed to form the Entry Element.

Examples :

1. TRAVELS IN East India and Arabian Deserts
2. LIFE OF Samuel Johnson
3. IN ASHANTI and beyond

Some works are not, strictly speaking, anonymous works for example, Chamber's biographical dictionary edited by J. O. Thorne but are catalogued like anonymous work. Sometimes some publications do not bear the name of the author on the title page, but the name of the author may appear in any other part of the book, i.e., overflow pages or in any other document. In such cases the work is to be catalogued like an anonymous work and the name of the author be put in the circular brackets or square brackets following the title as the Heading depending upon the fact whether the name has been found in the work or from outside the work. However, the name of the author is to be preceded by the word 'by' (Rule MD621, 622).

CLASS INDEX ENTRIES

In CCC Class Index Entries are made under subject headings and these subject headings are derived through Chain Procedure from the Class Number given in the Main Entry or Cross Reference Entry. These entries satisfy the subject approach of the users of a library. CCC covers rules of these entries in Chapter K and its parts.

Terminology of Chain Procedure

While preparing chain for a given Class Number the following three terms for links must be kept in mind.

1. False Link : It is a link which is not a Class Number, it has no meaning or does not represent a subject with a definite name. A title is a False link if it ends with a connecting symbol, i.e., ; :. Time facet is also excluded.

2. Unsought Link : This link represents a subject on which reading material is not likely to be produced or sought, or which is not likely to be looked up by any reader seeking materials on the specific subject forming the characteristic entity. There are or

fixed and hard rules for this link rather different libraries may adopt local policies. In other words, with experience one can know about Unsought Links.

3. Sought Links : Links which are neither False nor Unsought are Sought Links. In simple words, the term or headings on which we think readers can find reading material is a Sought Link.

The terms representing the last digit of each of the Sought Links are taken as headings. For this purpose students have to use 'colon classification' 6th Edition, written by S.R. Ranganathan. These terms are always written in capital letters and separated from each with (,).

Parts of Class Index Entry

1. Leading Section : The leading section is to consist of the Class Index Heading or headings in capitals.

2. Second Section : The Second Section of a Class Index Entry is to consist of the following Directing words.

“For documents in this class and its Sub divisions see the Classified Part of the catalogue under the Class Number.”

In these lines there are seven letters which are in caps, i.e. FCSCPCN. While we work in big libraries these cards are purchased with the printing of these words but you have to remember this long line by heart for examination. When we purchase printed cards, these words are written with red ink, and subject headings are included by the cataloguer in the beginning and Index Number in the end. Index Number is again be given with pencil.

Now we will take two books for cataloguing and prepare Main Entries, Added Entries and Class Index Entries for these books alongwith Tracing which is the last section of a Main Entry.

Book I

Information given on the Title Page

THE
CHOWKHAMBA SANSKRIT STUDIES
Vol. XXIX
THE
RAMAYAN OF VALMIKI
Translated into English Verse
By
RALPH T.H. GRIFFITH
M.A., C.I.E.
With a memoir by
M.N. Venkataswami, M.R.A.S.
THE CHOWKHAMBA SANSKRIT PUBLICATIONS

OFFICE – WARANASI-1 (INDIA)

Phone : 3145 P.B. No. 8

Information given on the back of the Title Page

Third Edition : 1963
Class Number : 015, 1A1, 1
Book Number : K3
Accession No. : 34356

Other Information

Pages : xii + 365
Size : 28 cm
Contains Illustrations

Book II

Information given on the Title Page

Who's Who
of
Indian Writers

SAHITYA AKADEMI
NEW DELHI-1996


Back of the Title Page

Class Number : Ow44
Book Number : N61
Accession No. : 35431

Other Information

Pages : xxiv + 735
Size : 25 cm.
Contains photographs of writers.

Book I**Main Entry**

| | | |
|--|-------------|---|
| | O15, 1A1, 1 | -K3 |
| | 34356 | VALMIKI. Ramayan. Tr into English verse by Ralph T H Griffith. Ed 3. (Chowkhamba Sanskrit studies. 29).  |

Comments : We have prepared Main Entry of this book under the heading of original author, i.e., Valmiki. It is written in caps being the only word. In this title the Series Note is given even before the title of the book. Only figure XXIX makes it clear that it is a series note. This book belongs to the Main Class Literature which the main class symbol 'O' shows. So, according to rules of C.C.C. if a book belongs to Main Class Literature then Class Index Entries are prepared before making Added Entries. So we will now learn about the preparation of Class Index Entries. For this purpose we shall take only the Class Numbers and not the Book Number. So we will prepare first chain for the Class Number.

Class Number is O15, 1A1, 1**Chain**

| | | |
|-------------|----------------------------------|--|
| 0 | $\overline{\uparrow}$ | Literature (Sought Link) |
| 01 | \uparrow | Indo European, Literature (Un sought Link) |
| 015 | $\overline{\uparrow}$ | Sanskrit, Literature (Sought Link) |
| 015, | \uparrow | False Link |
| 015, 1 | $\overline{\uparrow}$ | Poetry, Sanskrit (Sought Link) |
| 015, 1A1 | \uparrow | Valmiki, Poetry, (Sought Link) |
| 015, 1A1, | $\overline{\uparrow}$ | False Link |
| 015, 1A1, 1 | $\overline{\uparrow} \downarrow$ | Ramayan, (Sought Link) |

Comments : While preparing chain for Literature we will take colon classification, 6th edition. In the Class Literature in the schedule portion one can see that the facet formula has only four personalities. First personality is language of the book which is taken from Chapter 5 where 15 is for Sanskrit Language. The second personality is form

of literature which is verse, i.e., poetry and it is separated from the first personality with the symbol , and that is why the 4th step of chain is a False Link. Third personality is year of birth of the writer and the writer's name is Valmiki and name is written there. This third personality is generally given in three digits and these digits are taken as a group while preparing chain. The last personality is work number and is separated from the third with symbol ‘ , ‘ again. When we come at this step we write the name of book at the place of work number. So all the words or we can say them subject headings are taken with the help of Colon Classification while preparing Class Index Entries according to C.C.C. Now we will prepare all the five Class Index Entries starting from the last step of chain and ending with the first step of chain.

Ist Class Index Entry

| | | |
|--|---------|--|
| | | |
| | RAMAYAN | |
| | | For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number. 015, 1AI, 1 |
| | | ○ |

Every word of subject heading is written in caps and separated from each other with ‘ , ‘ in the last full stop is provided before starting the second section and in the last Index Number of the step is provided with pencil. This is the First Class Index Entry prepared from the last link of chain, i.e. 8th.

2nd Class Index Entry

| | |
|--|---|
| | VALMIKI, POETRY |
| | For documents ... Class Number 015, 1A |
| | ○ |

3rd Class Index Entry

| | |
|--|---|
| | POETRY, SANSKRIT, LITERATURE. |
| | For documents ... Class Number 0 15, 1 |
| | ○ |

4th Class Index Entry

| | | |
|--|--|-------------------------------------|
| | | SANSKRIT, LITERATURE. |
| | | For documents ... Class Number 0 15 |
| | | ○ |

5th Class Index Entry

| | | |
|--|--|----------------------------------|
| | | LITERATURE. |
| | | For documents ... Class Number 0 |
| | | ○ |

| Entries | | Added | Translator Index Entry |
|----------------|--|---------------------------|-------------------------------|
| | | GRIFFITH (Ralph T H), Tr. | |
| | | Valmiki : Ramayan. Ed 3. | 015, 1A1, 1 K3 |
| | | | |

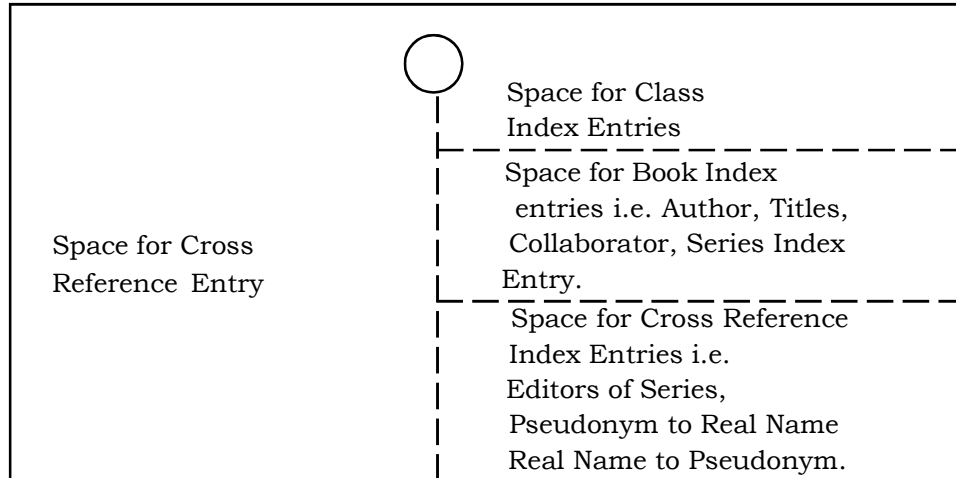
| | | Series Index Entry |
|--|----|-----------------------------|
| | | CHOWKHAMBA SANSKRIT STUDIES |
| | 29 | Valmiki : Ramayan. Ed 3. |
| | | 015, 1A1, 1 K3 |
| | | |

Comments : After preparing five Class Index Entries, two more Added Entries are prepared, one is Translator Index Entry and the other is Series Index Entry. You can see that there is no need to prepare Author Index Entry and Title Index Entry as these are prepared while making Class Index Entries. If we make these entries before making

Class Index Entries then there will be duplicacy which is waste of time and material.

TRACING : Now we come to the last section of Main Entry which is called Tracing. Tracing is a record of all the cards or entries which we prepare after making Main Entry. This record is given at the back side of Main Entry. See down at the diagram which will

Back side of Main Entry



make it clear to you.

You can say why we do tracing and why it is important. Students in the library books are for use and not only for display. When we use books naturally they are torn and some books are even lost from the readers, knowingly or unknowingly. When a book is not on the shelves of the library, it is wastage of time to trace them in the catalogue. When the library staff knows that the book is not available permanently on the shelves, it is their duty to weed out the cards prepared for the book. We can trace and weed out the Main Entry with the help of Call Numbers but there are other entries in the alphabetical part of the catalogue. We get information about those cards from the back side of Main Entry. This is the reason that tracing is done on the back side of Main Entry.

Back side of Main Entry Book I

| | |
|---|---|
| ○ | Ramayan, Valmiki, Poetry Valmiki, Poetry, Sanskrit, Literature Poetry, Sanskrit, Literature Sanskrit, Literature Literature Griffith (Ralph. T H), <u>Tr.</u> Chowkhama Sanskrit Studies. 29. |
|---|---|

Now I am giving tracing of the book in hand for which we have made Main Entry. Class Index Entry, Translator Index Entry and Series Index Entry.

Comments : On the right side there are three parts and in the first part we give information about the Class Index Entries. In case of present book, we have made five Class Index Entries. Information here is provided in running hand only the first letter capital. In the second part information is given about the Translator Index Entry and Series Index Entry. Only that information is given here which is given on the leading line of that entry. Third part is vacant as there is no editor of series. Left part is also vacant as book has no cross Reference Number or entry.

In this book case, you have learnt about full cataloguing. In the examinations you have to do complete cataloguing of a given book.

Main Entry

| | | |
|--|--------|---|
| | O w 44 | N 61 |
| | 35431 | WHO'S WHO of Indian Writers. Ed 3. ○ |

Main Entry

| | | |
|--|--|------------------------------------|
| | | WHO'S WHO of Indian Writers. Ed 3. |
| | | O w 44 N 61 |
| | | ○ |

Book II : Now we shall do full cataloguing on the second book, i.e., Main Entry, Book Index Entries and Class Index Entries and in the end tracing.

Comments : In this title there is no author and entry is made under the Title of the book. In the Title Index Entry first two words of the title are given in capital letters and the rest of the title in running except first letter of a proper name. In this case Indian is a proper name.

Now we will prepare Class Index Entries of this book as there is no author as collaborator or series note.

Class Number is

Ow 44

Chain

1. O =↓ Literature (Sought Link)
2. Ow =↓ Biography, Literature (Sought Link)
3. Ow4 =↓ Asia, Biography, Literature (Unsought Link)
4. Ow44 =↓ India, Asia, Biography, Literature (Sought Link)

While preparing Chain for the Number Ow44, O is symbol of Main Class Literature, Next digit 'w' is taken from ACI where 'w' small is for biography. For small w there is separate facet formula where there are given two personalities. First personality is to which country biographer belongs, so here space has become personality and number for Indian is taken from G.D., i.e., 44. While preparing Chain we have taken both the 4s separately. First four stands for Asia and 44 for India. When space becomes personality, symbol. is not given which otherwise is given before giving numbers of any space. The second personality is the time, we use it while giving collected biographies but in this number it is not provided. We have taken the 3rd step as Unsought Link which is Asian

Ist Class Index Entry

| | | |
|--|--|---|
| | | INDIAN, BIOGRAPHY, LITERATURE. |
| | | For documents in this Class and its sub-divisions see the Classified Part of the catalogue under the Class Number O w 44 |

2nd Class Index Entry

| | | |
|--|--|---|
| | | BIOGRAPHY, LITERATURE. |
| | | For documents ... Class Number O w |

| | | |
|--|-------------|--|
| | LITERATURE. | |
| | | For documents ...Class Number O |
| | | ○ |

Tracing Back Side of the Main Entry

| | |
|---|---|
| ○ | Indian, Biography, Literature. Biography, Literature. Literature. Who's who of Indian writers. |
|---|---|

Biography while our book covers Indian Biography of Indian Writers. So we will prepare three Class Index Entries for this book.

Students, while preparing cards in a library we take, back side of Main Entry for tracing section or work, but in the examination or while making practice use the last card printed on your note book or Answer Sheet in the examination for Tracing. Always do cataloguing or make entries systematically. After preparing Main Entry of a book, make the entries according to different sections of Main Entry. It will pay you for getting marks

from the examiner. In this title we have prepared four cards after making Main Entry and information for those provided in the tracing.

CROSS REFERENCE ENTRY

Cross reference entry is a specific subject entry which mentions a portion of a document in which the subject is treated. It may also be called a Subject Analytical. The number of Cross Reference Entries to be given for a document is variable. It may be zero or one or two or three, etc., even quite a large in number. A Cross Reference Entry enters a document under one or other of the classes other than its dominant focus as class. And a document is to get as many as Cross Reference Entries as there are different subsidiary classes so dealt with by it. Very often a document, whose chief interest is in a certain class, may devote a chapter or a few pages to some other topic. It may also happen that throughout a work, primarily devoted to a particular class, information about some others is diffusely scattered. If a catalogue lists a work only under its dominant class and makes no attempt whatever to give analytical cross reference, it will offend the Laws of Library Science. Thus, the nature of the document and the limitations of the library would make the number of Cross Reference Entries of a document vary widely when a cataloguer makes Cross Reference Entries finds a Cross Reference Number which is provided by the classifier of the book. The best example of the Cross Reference Number is our CCC. In this book mostly subject matter is cataloguing but there is a chapter about Class Index Entries in which how the Class Number is built, is found in detail. It is use of Colon Classification. If a classifier gives the Cross Reference Number 2 : 51 then one must make Cross Reference Entry.

Now we must take one example of a book in which Cross Reference Number is given alongwith a Call Number. This entry belongs to the Classified Part of the catalogue.

A Cross Reference Entry of a simple book consists successively of the following sections :

- (i) Leading Section, giving the Class Number or Cross Reference Number of the Subject from which the document is referred.
- (ii) Second Section, it consists of the Directing Element. "See also". It is to be underlined with pen and written also in ink.
- (iii) Third and the last section is 'Locus Section'. It consists of (a) Call Number of the Book (b) Heading of the Main Entry of the book (c) Title of the book and place of occurrence in the form of Chapter, Number or pages.

Example of Cross Reference Entry

Information given on the Title Page

THE GROWTH OF LIBRARY LAWS

IN

INDIA

(1498-1836)

BY

A. K. OHDEDAR
 THE WORLD PRESS PRIVATE LTD.
 CALCUTTA

Information given on back of the Title Page

Class Number : 2.2 M36 ← 198
 Book Number : K6
 Accession No. : 34523
 Pages : xii + 360
 Size : 20 cm.


Information given on the half Title Page

Ranganathan Series in Library Science No.15

Note : The book contains "State Library Act" on pages 231-260. This is considered the important portion for readers. The classifier has given the Class Number to this portion as Z44.

Now we shall fully catalogue this book, i.e., Main Entry, Added Entries, Class Index

Main Entry

| | | |
|--|---------------|---|
| | 2.2 M36 ← 198 | K6 |
| | 34523 | OHDEDAR (A K). Growth of library laws in India : 1498-1836. (Ranganathan series in library science. 15).  |

Author Index Entry

| | | |
|--|--|---|
| | | OHDEDAR (A K). |
| | | Growth of library laws in India : 1498-1836. 2.2 'M 36 ← I 98 K 6 |
| | | ○ |

Title Index Entry

| | | |
|--|--|--|
| | | GROWTH OF library laws in India : 1498-1836. |
| | | By Ohdedar. 2.2 'M 36 ← I 98 K 6 |
| | | ○ |

Series Index Entry

| | | |
|--|----|--|
| | | RANGANATHAN SERIES IN LIBRARY SCIENCE |
| | 15 | Ohdedar : Growth of Library laws in India. 2.2 'M 36 ← I 98 K 6 ○ |

Cross Reference Entry

| | | |
|--|------|--|
| | Z 44 | |
| | | <u>See also</u> 2.2 'M 36 ← I 98 K 6 Ohdedar. Growth of library laws in India. P 231 - 260. ○ |

Entries, Cross Reference Entry and in the last tracing.

Class Index Entries

Class Number

Chain

2.2
(Time is not included)

- 2. $\frac{=}{\downarrow}$ Library Science (Sought Link)
- 2. $\frac{\uparrow}{=}$ False Link (Due to space symbol)
- 2. 2 $\frac{\uparrow}{=}$ India, Library Science (Sought Link)

1st Class Index Entry

| | | |
|--|---------|--|
| | INDIA | LIBRARY SCIENCE. |
| | See the | For documents in this Class and its Subdivisions Classified Part of catalogue under the Class Number 2.2 |
| | | ○ |

2nd Class Index Entry

| | | |
|--|--|-------------------------------------|
| | | LIBRARY SCIENCE. |
| | | For documents ... Class Number 2 |
| | | ○ |

Comments : While preparing chain for the Class Number, first 2 stands for Main Class Library Science and the second 2 after the full stop which is symbol for space 2 stands for India. In space 2 stands for Mother Country, otherwise 44 stands for India. Keeping in mind to give less space to Class Number 2 is taken for India so that it may be given in one digit than two.

There is another Class Number or Cross Reference Number, i.e., Z44, so we have to make Class Index Entries for this also.

Class Number

Z44

Chain

- Z = Law (Sought Link)
- Z4 ↑= Asian, Law (Un-Sought Link)
- Z44 ↑= Indian Law (Sought Link)

Class Index Entry of CRN

| | | |
|--|--|------|
| | INDIAN, LAW. | |
| | For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number | Z 44 |
| | | ○ |

IInd Class Index Entry from CRE

| | | |
|--|--------------------------------|---|
| | LAW. | |
| | For documents ... Class Number | Z |
| | | ○ |

| | | |
|-----------------|----|---------------------------------------|
| Z 44 | | ○ India, Library Science |
| <u>See also</u> | | Library Science |
| | | Indian, Law |
| | | Law |
| | | Ohdedar (A K) |
| 2.2. M36 ← I 98 | K6 | Growth of library laws in India |
| | | Ranganthan series in Library Science. |

Comments : There is no Editor of Series thus the third right part is vacant but on the left half information is given for Cross Reference Number. These numbers must be written with pencil.

D. CORPORATE AUTHOR : GOVERNMENT PUBLICATIONS

There are many publications for whose contents no person is primarily responsible, namely, the publications of Institutions and societies, official publications of government of a country, state, cities, conferences and associations. Such impersonal publications are considered to be the works brought out under the corporate authorship and the corporate bodies are responsible for the thought content of the publications. Dr. Ranganathan defines a corporate body as "A number of persons taken collective—usually as united, or organised, as coming together informally, in a common cause or for a common action such as governmental, business or commercial or industrial or service or political or any other business, or for deliberation, or for collective expression of opinion or statement."

For example, The Government of India, The Indian National Congress, The Indian Library Association, The United Nations, the Bombay University, Common Wealth Prime Minister, Conference etc. are the examples of corporate bodies.

According to classified catalogue code there are three categories of corporate authorship :

- I. Government : Country, State, Province, Town etc.
- II. Institutions : Governmental or Private
- III. Conference : Governmental or Semi-Govt. or Private

Whole Government : If the corporate body is a government as a whole, the name is to be the name of its Territory.

Examples :

- (1) INDIA – is rendering of "Government of India".
- (2) MYSORE – is for the "Government of the Constituent State of Mysore in

India".

(3) MYSORE (District) is for the "District Board of Mysore District".

(4) MYSORE (City) is for the "Local Body of the City of Mysore" that is the "Mysore Municipality".

The name of a Government is thus established artificially by a Catalogue Code. In the document itself, it may occur in a form such as "Government of India."

If the Corporate Body is an Organ of the Govt., a Multiple Corporate Heading is to be used. First, the heading of Govt. as a whole and then the Constitutional Organ of a Government used as Second Heading.

Examples :

INDIA, CABINET

INDIA, EXECUTIVE COUNCIL

GREAT BRITAIN, CABINET

MADRAS, COUNCIL OF MINISTERS

INDIA, RAJYA SABHA

INDIA, LOK SABHA

INDIA, SUPREME COURT

MADRAS, HIGH COURT

Head of the Government

First, give the name of Government then after ‘,’ comma give the name of person in circular brackets.

Examples :

INDIA, GOVERNOR GENERAL (C. Rajagopalachari)

INDIA, PRESIDENT (Rajindra Prasad)

MADRAS (City), MAYOR (Name of Person)

PUNJAB, GOVERNOR (Name of Person)

Administrative Department

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 (Rule JC6). There are no hard and fast rules to determine it but a cataloguer will have to exercise considerable judgement but it should be reduced to a noun form. The other words of the Administrative Department are to be deemed to form Secondary Element.

If the Entry Element occurs 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 Elements (CCC Rule JC63).

Examples :

1. INDIA, FINANCE (Ministry of___).

2. INDIA, LABOUR AND EMPLOYMENT. (Ministry of___).

3. INDIA, EDUCATION (Ministry of___).

4. MADRAS, INSTRUCTION (Department of___).

5. MADRAS (City), EDUCATION (Department of_____).

In Temporary Organs of a Government, year of Formation is to be added as an Individualizing Element. Even name of Chairman of an Adhoc Commission is to be added within circular brackets after the Individualizing Element in the following style (Rule JC 72).

1. The term "Chairman";
2. A colon ; and
3. The words in the Reduced Number of the Chairman written in their natural sequence.

Examples :

1. INDIA, FINANCE (Commission) (1951) (Chairman : Kshitish Chandra Neogy).
2. INDIA, FINANCE (Commission) (1956) (Chairman : Kasturi Santhanam).
3. INDIA, TAXATION ENQUIRY (Commission) (1953) (Chairman : John Mathail).

Now we shall take two books for practice.

Book I

Information given on Title Page

THE CONSTITUTION OF INDIA
(As modified up to 1st April, 1958)
(Seal of the
Government of India)
Issued By
DELHI, MANAGER OF PUBLICATION
1958

Other Information

Class Number : V44 : 2'N58
Book Number : N58
Accession No. : 26352
Size : 19 cm.
Pages : 375 + 73

Book II

Information given on Title Page

A GUIDE
TO
COMMUNITY DEVELOPMENT
(Seal of the
Government of India)

Issued By
The Ministry of Community Development
Government of India

Information given on back of the Title Page

Year of Publication is January 1957

Printed in Delhi

Class Number : Y31 : 7 : 7.44

Book Number : J7


Accession No. : 37532

Other Information

Pages : vii + 237

Size : 22 cm.

Book I**Main Entry**

| | | |
|-------|---------------|--|
| | V 44 : 2' N58 | N 58 |
| 1958. | 26352 | INDIA. Constitution of India : As modified up to 1st April  |

Author Index Entry

| | | |
|--|--------|--|
| | INDIA. | |
| | | Constitution of India. V 44 : 2' N58 N 58 |

Class Index Entries

Class Number : V44 : 2 (N58 Time facet is excluded).

Chain V44 : 2

- V = History (Sought Link)
- ↑
- V4 = Asian, History (Un-sought Link)
- ↑
- V44 = India, History (Sought Link)
- ↑
- V44 : = (False Link)
- ↑
- V44 : 2 → Constitution, India, History (Sought Link)

Ist Class Index Entry

| | | |
|--|--|---|
| | | CONSTITUTION, INDIA, HISTORY. |
| | | For documents in this Class and its subdivisions see the Classified Part of the catalogue under the Class Number V 44 : 2 |

2nd Class Index Entry

| | | |
|--|--------|-------------------------------------|
| | INDIA, | HISTORY. |
| | | For documents ... Class Number V 44 |
| | | ○ |

3rd Class Index Entry

| | | |
|--|----------|----------------------------------|
| | HISTORY. | |
| | | For documents ... Class Number V |
| | | ○ |

Tracing

| |
|---|
| <p>○ Constitution, India, History, India, History, History</p> <p>India</p> |
|---|

We have not made Title Index Entry as it is made in the Ist Class Index Entry. Here Author is whole Government of India.

Main Entry

| | | |
|-------|------------------|---|
| | Y 31 : 7 : 7: 44 | J7 |
| 37532 | of _____). | INDIA, COMMUNITY DEVELOPMENT (Ministry Guide to community development. |
| | | ○ |

Book II

Comments : Here, India is whole government with further organ of Indian

Author Index Entry

| | | |
|--|--------|---|
| | INDIA, | COMMUNITY DEVELOPMENT (Ministry of_____). |
| | | Guide to community development. Y 31 : 7 : 7: 44 J7 |
| | | ○ |

Government. Here use of _____ is made and the third section is title of the publication.

Class Index Entries

Class Number is Y 31 : 7 : 7.44

Chain

| | | |
|------------|-----|--|
| Y | = | Sociology (Sought Link) |
| Y3 | = | By Residence, Sociology (Un-sought Link) |
| Y31 | = | Rural, Sociology (Sought Link) |
| Y31: | = | False Link |
| Y31: | = | Personality, Rural, Sociology (Sought Link) |
| Y31:7: | = | False Link |
| Y31:7:7 | = | Improvement, Personality, Rural Sociology (Sought Link) |
| Y31:7:7. | = | False Link |
| Y31:7:7.4 | = | Asia, Improvement, Personality, Rural Sociology (Un-Sought Link) |
| Y31:7:7.44 | = v | India, Improvement, Personality, Rural, Sociology (Sought Link) |

Comments : 4th, 6th and 8th links are False Links due to connecting symbols and 2nd, 9th are unsought links, thus we will prepare Class Index Entries from 10th, 7th, 5th, 3rd and 4th Link.

Ist Class Index Entry

| | | |
|--|--|---|
| | | INDIA, IMPROVEMENT, PERSONALITY, RURAL |
| | | SOCIOLOGY. For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number Y 31 : 7 : 7 . 44 |
| | | ○ |

2nd Class Index Entry

| | | |
|--|--|--|
| | | IMPROVEMENT, PERSONALITY, RURAL SOCIOLOGY. |
| | | For documents ... Class Number Y 31 : 7 : 7 |
| | | ○ |

3rd Class Index Entry

| | | |
|--|--|---|
| | | PERSONALITY, RURAL SOCIOLOGY. |
| | | For documents ... Class Number Y 31 : 7 |
| | | ○ |

4th Class Index Entry

| | | |
|--|--|-------------------------------------|
| | | RURAL SOCIOLOGY. |
| | | For documents ... Class Number Y 31 |
| | | ○ |

5th Class Index Entry

| | | |
|--|--|----------------------------------|
| | | SOCIOLOGY. |
| | | For documents ... Class Number Y |
| | | ○ |

Tracing

| | |
|---|--|
| ○ | India, Improvement, personality. Improvement, Personality Personality, Rural Sociology Rural Sociology Sociology India, Community, Development (Ministry of -) |
|---|--|

(A) CORPORATE AUTHOR : INSTITUTION

For the thought content of some documents we find individual institutions are responsible or we can say those publications are published under the authorship of institutions. For the rendering of the names of institutions we must keep in mind the following things :

- (1) Name of an Institution is to be the one in the shortest form found in the title page, half title page or any other part of the document.
- (2) If the name of Institution occurs in two or more languages, the name in the language occurring earliest in the scale of languages of the library is to be used for rendering.
- (3) In rendering the name of an Institution, the initial article is to be omitted.
- (4) In rendering the name of an Institution, every honorific word is to be omitted, if found either at the beginning or at the end.
- (5) Year of foundation can be used as an Individualizing Element. Name of place can also be used as an Individualizing Element. For example, we can individualize Post Offices and State Bank of India, branches with the names of places where these branches are situated. (Chapter JD)

Book I

Information given on Title Page

DIRECTORY
OF
SPECIAL AND RESEARCH LIBRARIES
IN INDIA
Compiled by
IASLIC
CALCUTTA
INDIAN ASSOCIATION OF SPECIAL LIBRARIES
and
INFORMATION CENTRES
1962
SOLE SELLING AGENT
OXFORD BOOK AND STATIONARY CO.
17, PARK STREET, CALCUTTA, 16

Information given the back of the Title Page

IASLIC
First Edition : August 1962

Class Number : 24n2, N6

Book Number : K2

Accession No. : 35432

Other Information

Pages : xv, 130

Size : 22 cm.

Book II

Information given on the Title Page

SLUMS OF OLD DELHI

By

BHARAT SEVAK SAMAJ

DELHI PRADESH

Edited by

T. RAJAN

First Edition

1958

BHARAT SEVAK SAMAJ

DELHI

Information given on the back of the Title Page

Class Number : Y57:7.7 . 251

Book Number : J8


Accession No. : 35231

Other Information


The book is 24 centimeters in height. It contains six pages numbered in Roman and 400 pages number in Arabic numerals.

Book I

Main Entry

| | | |
|--|---------------|---|
| | 24 n 2, N6 K2 | |
| | 35432 | INDIAN ASSOCIATION OF SPECIAL LIBRARIES AND INFORMATION CENTRES, <u>Comp.</u> Directory of special and research libraries in India.  |

Author Index Entry

| | | |
|--|--|---|
| | | INDIAN ASSOCIATION OF SPECIAL LIBRARIES AND INFORMATION CENTRES, <u>Comp.</u> Directory of special and research libraries in India.  |
| | | 24 n 2, N6 K2 |

Class Index Entries

Class Number 24 n 2, N6

Chain

- 2 → Library Science (Sought Link)
- 24 → Special Library, Library Science (Sought Link)

- 24n ↓ Directory, Special Library, Library Science (Sought Link)
- 24n2 ↓ India, Directory, Special Library, Lib. Sc. (Sought Link)
- 24n2, ↓ False Link
- 24n2,N6 ↓ Research, India Directory, Special Library, Library Science (Sought Link)

Class Index Entries will be prepared from the last link means from 6th link and ends with the first link. Total five class Index Entries will be made.

Ist Class Index Entry

| | | |
|--|--|---|
| | | DIRECTORY OF SPECIAL AND RESEARCH LIBRARIES |
| | IN INDIA. For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number | 24 n 2, N6 |
| | | ○ |

IInd Class Index Entry

| | | |
|--|--------------------------------|---|
| | | INDIA, DIRECTORY OF SPECIAL LIBRARY LIBRARY SCIENCE |
| | For documents ... Class Number | 24 n 2 |
| | | ○ |

IIIrd Class Index Entry

| | | |
|--|--|---|
| | | DIRECTORY SPECIAL LIBRARY, LIBRARY SCIENCE. |
| | | For documents ... Class Number 24 n |
| | | ○ |

IVth Class Index Entry

| | | |
|--|--|-----------------------------------|
| | | SPECIAL LIBRARY, LIBRARY SCIENCE. |
| | | For documents ... Class Number 24 |
| | | ○ |

Vth Class Index Entry

| | | |
|--|--|----------------------------------|
| | | LIBRARY SCIENCE. |
| | | For documents ... Class Number 2 |
| | | ○ |

Tracing

| | |
|---|--|
| ○ | Directory of special and research Libraries in India India, Directory, Special Libraries. Directory, Special Library, Lib Scienc, Special Library, Library Science. Indian Association of Special Libraries and Information Centre |
|---|--|

Comments : Main Entry of the book is made under the name of the Institute, i.e., Author is Institute here. Author Entry is also under the name of the Institution, i.e. IASLIC. Further, Class Index Entries are made following the chain procedure and the last Tracing work is done while name of the Institute is given in capital letters.

Book II**Main Entry**

| | | |
|--|--------------------|--|
| | Y57 : 7 : 7.251 J8 | |
| | 35231 | BHARAT SEVAK SAMAJ (Delhi). Slums of old Delhi. Ed by T Rajan. ○ |

Comments : Main Entry is made under the name of Institution, i.e., Bharat Sevak Samaj and it is written in capital letters and for individualisation, Delhi is written in circular brackets, to make it clear that this Institute works for Delhi, its branches can be situated in other cities and States also. After title in the title portion, name of Editor is also given as it found on the title page. We will also prepare Editor Index Entry also.

Author Index Entry

| | | |
|--|--|---|
| | | BHARAT SEVAK SAMAJ (Delhi). |
| | | Slums of old Delhi. Y57 : 7 : 7.251 J8 ○ |

Editor Index Entry

| | | |
|--|-----------------------|--|
| | RAJAN (T), <u>Ed.</u> | |
| | | Bharat Sevak Samaj (Delhi) : Slums of old Delhi. Y57 : 7 : 7.251 J8 |
| | | ○ |

Comments : In Author Index Entry, we do not provide information about the collaborator and Accession Number. In Editor Index Entry the individualizing element 'Ed' is given after , and it is underlined with pen. Further, title of the book is separated from the Author with symbol : and in the last Call Number is provided with pencil. Now we will prepare Class Index Entries and in the last Tracing.

Class Number : Y57:7:7.251

Chain of Y 57:7:7.251

| | | |
|-------------|---|---|
| Y | = | Sociology (Sought Link) |
| | ↑ | |
| Y5 | = | By Residence, Sociology (Unsought Link) |
| | ↑ | |
| Y57 | = | Slum, Sociology (Sought Link) |
| | ↑ | |
| Y57: | = | False Link |
| | ↑ | |
| Y57:7 | = | Personality, Slum, Sociology (Sought Link) |
| | ↑ | |
| Y57:7: | = | False Link |
| | ↑ | |
| Y57:7:7 | = | Improvement, Personality, Slum, Sociology (Sought Link) |
| | ↑ | |
| Y57:7:7. | = | False Link |
| | ↑ | |
| Y57:7:7.251 | ↓ | Delhi, Improvement, Personality, Slum, Sociology (Sought Link) |

We will start making Class Index Entries from the last link which is 9th and ends with the first link. These entries will help the readers in finding the books on those subjects.

Ist Class Index Entry

| | | |
|--|--|--|
| | | DELHI, IMPROVEMENT, SLUM, SOCIOLOGY. |
| | | For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number Y57 : 7 : 7.251 |
| | | ○ |

IInd Class Index Entry

| | | |
|--|--|--|
| | | INDIA, IMPROVEMENT, SLUM, SOCIOLOGY. |
| | | For documents ... Class Number Y57 : 7 : 7.2 |
| | | ○ |

IIIrd Class Index Entry

| | | |
|--|--|---|
| | | IMPROVEMENT, SLUM, SOCIOLOGY. |
| | | For documents ... Class Number Y57 : 7 : 7 |
| | | ○ |

IVth Class Index Entry

| | | |
|--|--|------------------------------------|
| | | PERSONALITY, SLUM, SOCIOLOGY. |
| | | For documents ... Class Number Y57 |
| | | ○ |

IVth Class Index Entry

| | | |
|--|------------|-------------------------------------|
| | SLUM | SOCIOLOGY. |
| | | For documents ... Class Number Y 57 |
| | | ○ |
| | SOCIOLOGY. | |
| | | For documents ... Class Number Y |
| | | ○ |

Tracing

| | |
|---|---|
| ○ | Delhi, Improvement, Slum India, Improvement, Slum Improvement, Slum, Sociology Personality, Slum, Sociology Slum, Sociology Sociology Bharat-Sevak Samaj (Delhi) Rajan (T), <u>Ed.</u> |
|---|---|

PROCEEDINGS OF CONFERENCES AND SEMINARS ETC.

According to C.C.C. all the Conferences and Seminars etc. are to be entered under their brief name as in the case of Institutions. The only addition in the heading will be the name of place and date of conference as an individualising element. The conferences are divided in four categories :

- (1) Periodical Conferences
- (2) Non-periodical Conferences
- (3) Diplomatic Conferences, and

(4) Unnamed Conferences

Periodical Conferences are to be treated like periodicals. Other Conferences are to be treated differently as explained below :

For example : The entry for 'Seminar on Library Education' held in Bombay in 1966 will be under the entry word indicating the subject/speciality etc.

LIBRARY EDUCATION (Seminar)
(Bombay) (1966)

Organs of Institutions and Conferences

Rendering of organs of the Institutions are the same as those of government.

Example :

UNIVERSITY (Banaras Hindu -) EXECUTIVE COUNCIL
UNIVERSITY (Banaras Hindu -) GEOGRAPHY (Deptt. of -)
UNIVERSITY (Banaras Hindu -) STUDENT UNREST
INQUIRY (Committee) (1969) (Chairman : P.B. Gajendera)

Now, we shall take two books of this type and catalogue those according to CCC.

Book I**Information given on the Title Page**

REPORT
OF
The Education Commission
GOVERNMENT OF INDIA
1965
Published by
THE MINISTRY OF EDUCATION
GOVERNMENT OF INDIA

Information on half Title Page

Research on Education in India No. 31'2

Information on the back of the Title Page

Class Number : T 4.44'N65t

Book Number : N66

Accession No. : 48235

Note : The Chairman of the Commission was Dr.D.S. Kothari.

Other Information

Pages : xii 230

Size : 28 cm.

Book II**Information given on the Title Page**

REPORT OF ADVISORY COMMITTEE
FOR

LIBRARIES
Ministry of Education
GOVERNMENT OF INDIA
1961

Back of the title Page

First Edition 1959
Revised Edition 1960
Publication No. 494
Printed in India by the Manager, Government of India,
Nasik Road and published by the Manager,
of Publications.
DELHI - 8
1961

Class Number : 2.2'N57t
Book Number : K1
Accession No. : 13405

Other Information

Pages : 151 + vi
Size : 28 cm.

Note : Chairman of the Committee was Sri K.P. Sinha. This information is found within the document.

Book I

Main Entry

| | | |
|--|-------------|--|
| | T4. 44'N65t | N66 |
| | 48235 | INDIA, EDUCATION (Commission) (1965) (<u>Chairman</u> : D S Kothari). Report. (Research on education in India. 312). <div style="text-align: center;">○</div> |

Author Index Entry

| | | |
|--|-------------|--|
| | | INDIA, EDUCATION (Commission) (1965) (<u>Chairman</u> : D |
| | S Kothari). | Report. T4. 44'N65t N66 |
| | | ○ |

Class Index Entries

Class Number : T4.44'N65t

Chain

- T = Education (Sought Link)
- T4 ↑ = University, Education (Sought Link)
- T4. ↑ = (False Link)
- T4.4 ↑ = Asia, University, Education (Un-Sought Link)
- T4.44 ↑ = India, University, Education (Sought Link)
- T4.44 ↑ = False Link
- T4.44'N65 ↑ = Kothari Commission (1965), India, University, Education
- T4.44'N65t ↓ = Report Kothari Commission (1965), India, University, Education

Ist Class Index Entry

| | | |
|--|--|---|
| | | REPORT, EDUCATION (Commission) (1965). |
| | | For documents in this Class and its Subdivisions see the Classified Part of the Catalogue under the Class Number T 4.44 'N65t |
| | | ○ |

IInd Class Index Entry

| | | |
|--|--|---|
| | | KOTIARI COMMISSION, INDIA, UNIVERSITY, EDUCATION. |
| | | For documents ... Class Number T 4.44 'N65 |
| | | ○ |

IIIrd Class Index Entry


| | | |
|--|--|--|
| | | INDIA, UNIVERSITY, EDUCATION. |
| | | For documents ... Class Number T 4.44 |
| | | ○ |

IVth Class Index Entry


| | | |
|--|--|---------------------------------------|
| | | UNIVERSITY, EDUCATION. |
| | | For documents ... Class Number T 4 |
| | | ○ |

Tracing

Back Side of Main Entry

| |
|--|
|  <p>Report, Education (Commission) Kothari Commission, India, University, India, University, Education, University Education.</p> <p>India Education (Commission) 1965) Research on education in India.</p> |
|--|

Main Entry

| | | | |
|-------|-------|---|----|
| | 22. | 2 'N57 t | K1 |
| 494). | 13405 | <p>INDIA, LIBRARIES (Advisory Committee for) (1957) (Chairman : K P Sinha). Report. (India, Education (Ministry of -) publication.</p> <p style="text-align: center;">  </p> | |

Author Index Entry

| | | |
|--|--------|--|
| | | INDIA, LIBRARIES (Advisory Committee for.....) |
| | (1957) | (Chairman : K P Sinha). Report. 22. 2 'N57 t K1 |

Comments : Main Entry is made under Head Government, Committee and alongwith year and name of Chairman. Author Index Entry is on the same pattern, except series note and accession number.

Series Index Entry

| | | |
|--|---------------|---|
| | | INDIA, EDUCATION (Ministry of -) PUBLICATION |
| | 494 (1957) | India, Libraries (Advisory Committee for -) (Chairman : K P Sinha) : Report. 22. 2 'N57 t K1 |

Comments : In the Main Entry Series note is given as we give heading of a corporate author. In the same way, Series Index Entry is made. After Series note and number, author is given as it is given in the Main Entry.

Class Index Entries

Chain of = 22.2'N57t

- 2 ↑ Library Science (Sought Link)
- 22 ↑ Local Library, Library Science (Sought Link)
- 22. ↑ False Link
- 22.2 ↑ India, Local Library (Sought Link)
- 22.2' ↑ False Link
- 22.2'N57 ↓ Sinha Committee, Report, India
 Local Libraries (Sought Link)

In this case, five Class Index Entries will be prepared starting from 7th Link and ending with first Link.

Ist Class Index Entry

| | | |
|---|----------------|--|
| | | REPORT, SINHA COMMITTEE (1957), INDIA, LOCAL LIBRARY. |
| | see the Number | For documents in this Class and its Subdivisions Classified Part of the Catalogue under the Class 22 . 2 'N57t |
| ○ | | |

IIrd Class Index Entry

| | | |
|--|--|---|
| | | SINHA COMMITTEE (1957), INDIA, LOCAL LIBRARY. |
| | | For documents ... Class Number 22 .2 'N57 |
| | | ○ |

IIIrd Class Index Entry

| | | |
|--|--|-------------------------------------|
| | | INDIA, LOCAL LIBRARY. |
| | | For documents ... Class Number 22.2 |
| | | ○ |

IVth Class Index Entry

| | | |
|--|--|----------------------------------|
| | | LOCAL LIBRARY. |
| | | For documents ...Class Number 22 |
| | | ○ |

Vth Class Index Entry

| | | |
|--|--|----------------------------------|
| | | LIBRARY SCIENCE. |
| | | For documents ... Class Number 2 |
| | | ○ |

Tracing

○ Report, Sinha Committee (1957)
Sinha Committee, India, Local
India, Local Libraries
Local Libraries, Library Science
Library Science

India, Libraries (Advisory Committee)
for) India, Education (Ministry of)
Publication.

Book III**Information given on the Title Page**

FOURTH
FIVE YEAR
PLAN
1969 – 1974
GOVERNMENT OF INDIA
PLANNING COMMISSION
1968

Information given on the back of the Title Page

PUBLICATION NO. 398
Printed by Manager, Government of India Press,
Faridabad, and Published by the
Manager, Publication Branch,
Civil Lines, Delhi-6.
Class Number : X : 75.44'N69→N74
Book Number : K8
Accession No. : 35673

Additional Information

Pages : 452
Size : 28 cm.

Now we will prepare Main Entry and other Added Entries of the book alongwith

Main Entry

| | | |
|--|-------------------------|--|
| | X : 75. 44' N 74 ← N 69 | K 8 |
| | 35673 | INDIA, PLANNING (Commission). Fourth Five year plan : 1969 ← 1974. (India Publication. 398). |

Author Index Entry

| | | |
|--|-------------------------------|--|
| | INDIA, PLANNING (Commission). | |
| | | Fourth five year plan : 1969-1974. X : 75. 44' N 74 ← N 69 K 8 |

Title Index Entry

| | | |
|--|--|--|
| | | FOURTH FIVE year plan : 1969-1974. |
| | | By India : X : 75. 44 'N 74 ← N 69 K 8 |

Tracing.

Comments : In this case we have prepared Title Index Entry because readers can

Series Index Entry

| | | |
|--|-----|--|
| | | INDIA, PUBLICATION |
| | 398 | India : Fourth five year plan : 1969-1974. X : 75.44 'N 74 ← N 69 K 8 |

find book under the title as the topic is most important for the students of Economics.

Class Index Entries

Leave the time facet

Chain of Class Numbers : X : 75.44 'N60 – N74

- X Economics (Sought Link)
- X: false Link
- X : 75 PLANNED, ECONOMICS (Sought Link)
- X : 75. false Link
- X : 75.44 India, Planned Economy, Economics (Sought Link)

Ist Class Index Entry

| | |
|--|--|
| | INDIA, PLANNED ECONOMY. |
| | For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number X : 75.44 |

IInd Class Index Entry

| | |
|--|---------------------------------------|
| | PLANNED ECONOMY, ECONOMICS. |
| | For documents ... Class Number X : 75 |

IIIrd Class Index Entry

| | | |
|--|------------|----------------------------------|
| | ECONOMICS. | |
| | | For documents ... Class Number X |
| | | ○ |

Tracing

| | |
|---|--|
| ○ | India, Planned, Economy Planned, Economy, Economics, Economics |
| | India, Planning (Commission) Fourth five year plan. India, Publication |

SUGGESTED BOOKS

1. Classified Catalogue Code, 5th Ed : Ranganathan (SR)
2. Classified Catalogue Code : Verma, A.K.
(Entries and Procedure)
3. Theory of Cataloguing : Girja Kumar & Krishan Kumar
4. Introduction to Cataloguing Practice : Krishan Kumar

(i) COMPOSITE BOOK

According to S. R. Ranganathan, "A book with two or more contributions, each with its own title, not forming a continuous exposition and often though not necessarily, by different authors, is called a composite book." (Rule FF4). He has divided composite book in two categories :

A. Ordinary Composite are Book : Ordinary Composite Book is a book in which all the contributions are given under a single, generic title.

Anthology of several authors, christamathy, hymn-book, prayer book, song book, symposium, Festschrift and similar compilations come under this category.

Examples :

- (1) The book "Happy baby", was published in 1926. It has contributions from Emmett Holt, Ralph was Lobensine, Harvey J Burkhart and Henry LK Shaw.
- (2) Facets of Nehru : S. Radhakrishnan, Humayun Kabir, V.K.R.V. Rao. Edited by B. K. Ahluwalia.
- (3) Hospital Libraies and work with the disabled : Complied the edited by Mona E. Going. Contribution by A. C. Stuart Clark, E. Clayton Jones, H. H. Douglas.

B. Artificial Composite Book : This kind of book is without a generic title to denote all the contributors collectively. An Artificial Composite Book may be created by the publisher by issuing two or more different books within one and the same cover but without a common title page. It may also be created by a library by binding several books together into a single volume. These kind of books are not included in your syllabus but in a library one can find such books. It is specifically found in donated collection but it is better to separate them and catalogue just like ordinary books otherwise your catalogue will not provide full information about the collections of a library.

Ordinary Composite Book

An Ordinary Composite Book is to be dealt with a simple book ignoring the names of the contributors of the constituent parts except for index Entries. For the contributions we have to make Cross Reference Entries. These are of two types :

- (i) Special Cross Reference Entry
- (ii) Contribution Index Entry

Now we will take two books and catalogue them. You will find the rules and rendering of entries of different types.

Book I**Information given on the Title Page**

Introduction to
Cataloguing and the

Classification of Books

By

MARGARET MANN

American Library Association

Chicago, Illinois, 1943.

Information given on back of the title page

Class Number : 2.55

Book Number : N43

Accession No. : 34123

Other Information

Size : 23 cm.

Pages : X + 276 D. C. No. 025.3

Partial Contents

- (1) Pages 44-67 : A classification Schedule and the Decimal Classification. (Class Number is 2 : 51M)
- (2) Pages 68-55 : The Cutter Expansive and Library of Congress Classification System (Class No. 2 : 51M90tN)

Book II**Information given on the Title Page**

PHYSIOLOGICAL PSYCHOLOGY

BY

J. A. DEUTSCH

and

D. DEUTSCH

The Dorsey Press,

Home wood, Illinois - 1966

Information given on the back of the Title Page

Book includes a Chapter by I. P. Howard and another Chapter by C. I. Howarth.

Second Printing 1967/J. Anthony Deutsh & Diene Deutsch.

Information given on Half Title PageThe Dorsey Series in Psychology Editorial Committee/
Howard F. Hunt : Donald W. Taylor / No. 7**Other Information**

D. C. No. 152

Class Number : SM

Book Number : N 67

Accession NO. 69173

Size : 22.5 cm.

Pages : VI + 555

Bibliography on pages 497 - 546 (Class No. SMA)

Chapters 13- Motor System/Ian P. Howard)

(Class No. S : 177)

Chapter 14 - Neuronal Physiology/ C.I. Howarth

(Class No. S : 176)

Main Entry

| | | |
|--|--------|---|
| | 2.55 | N 43 |
| | books. | MANN (Margaret). Introduction to cataloguing and the classification of |
| | 34123 | ○ |

Book I


Comments : Main Entry of An ordinary Composite Book is just like entry of an ordinary book. Here we do not provide information about the pages on which information is given about classification schemes. However, we will prepare Cross Reference Entries of this book. These Cross Reference Entries are of two kinds :

1. Special Cross Reference Entry/ies
2. Chain Entries


Special Cross Reference Entry is to consist successively of the following Sections :

1. **Leading Section :** In this section, according to CCC Class Number of the contribution (with pencil) is given.
2. **Its heading** means author's only Sir name omitting Individualising Elements.
3. Its short title.
4. Directing Element "See".
5. Call Number of the Host Book (with pencil).
6. Heading of the Host Book omitting Individualising Element.
7. Title of the Host Book, a full stop, specification of the place of occurrence, i.e., pages, chapter or chapter part etc. of the Referred from Document, followed by the number concerned.

Its Special Cross Reference Entry

| | | |
|--|----------------|--|
| | 2:51 M | |
| | Classification | <p>Dewey. Classification schedule and the Decimal <u>See</u> 2 : 55 N43 Mann. Introduction to cataloging and the Classification of books. P 44-67.</p>  |

2nd Special Cross Reference Entry

| | | |
|--|------------------------|--|
| | 2 : 51 M90tN | |
| | classification system. | <p>Cutter. Expansive and library of congress classification system. <u>See</u> 2 : 55 N 43 Mann. Introduction to cataloging and the classification of books. P 68-85.</p>  |

2nd Class Index Entry

| | | |
|--|--|----------------------------------|
| | | LIBRARY SCIENCE. |
| | | For documents ... Class Number 2 |
| | | ○ |

Class Index Entries from the first Special Cross Reference

Number 2 : 51M

Chain of 2 : 51 M

| | | |
|----------|----------------|---|
| 2 | = | Library Science (Sought Link) |
| | ↓ | |
| 2 : | = | False Link |
| | ↓ | |
| 2 : 5 | = | Technical treatment, Library Sc. (Un-Sought Link) |
| | ↓ | |
| 2 : 51 | = | Classification, Library Science (Sought Link) |
| | ↓ | |
| 2 : 51 M | = _v | Dewey Decimal Classification, Library Science (Sought Link) |

Comments : From this chain we have to prepare three Class Index Entries but we will prepare only two because entry from the first link is the same which we have already prepared from the Class Number of the Main Entry.

1st Class Index Entry (SCRE)

| | | |
|--|--|---|
| | | DEWEY DECIMAL CLASSIFICATION, LIBRARY SCIENCE. |
| | | For documents in this class and its Subdivisions see the Classified Part of the Catalogue under the Class Number 2 : 51 M |

2nd Class Index Entry (SCRE)

| | | |
|--|--|---|
| | | CLASSIFICATION, LIBRARY SCIENCE. |
| | | For documents ... Class Number 2 : 51 M |

Class Index Entries from the Second Special Cross

Reference Number = 2 : 51M90tN

Chain of 2 : 51 M90tN

2 → Library Science

2 : → False Link

2 : 51M9 → Cutter's Expansive Classification

- 2 : 51 M 90t → (Un Sought Link)
- 2 : 51 M 90t N → Library of Congress Classification System, Library Science

Comments : Here again you will find that there are two Class Index Entries, first from the fifth link and second from the 3rd link, keeping in mind law of Parsimony to save the time, labour and money alongwith space in the catalogue.

Ist Class Index Entry from (2nd SCRE)

| | | |
|--|--|--|
| | | LIBRARY OF CONGRESS CLASSIFICATION, LIBRARY SIENCE. |
| | | For documents in this class and its Subdivisions see the Classified Part of the Catalogue under the Class Number 2 : 51 M 90tN |
| | | ○ |

2nd Class Index Entry from (2nd SCRE)

| | | |
|--|--|---|
| | | CUTTER'S EXPANSIVE CLASSIFICATION, LIBRARY SCIENCE. |
| | | For documents ... Class Number 2 : 51 M 9 |
| | | ○ |

Tracing

| | | |
|------------------------|---|--|
| 2 : 51 M P 44-67 | ○ | Cataloguing, Library Science Library Science. |
| 2 : 51 M 9 t N P 69-85 | | Dewey Decimal Classification Classification, Library Science Library of Congress Classification Cutter's Expensive classification |
| | | MANN (Margaret) |

Comments : In tracing on left side, information is provided of the two Class Numbers of Constituent parts and on the right side information is given about Class Index Entries as are prepared serial wise. We can say that Special Cross Reference Entries are just like Cross Reference Entry and their information is provided in the tracing Section in the same manner.

Book II

Main Entry

| | | |
|--|-------|--|
| | SM | N67 |
| | 69173 | DEUTSCH (J A) and DEUTSCH (D). Physiological psychology. (Dorsey series in psychology. Ed by Howard F Hunt and Donald W Taylor. 7). <div style="text-align: center;">○</div> |

Author Index Entry

| | | |
|--|--|-----------------------------------|
| | | DEUTSCH (J A) and DEUTSCH (D). |
| | | Physiological psychology. SM N 67 |
| | | ○ |

Joint Author Index Entry

| | | |
|--|--|-----------------------------------|
| | | DEUTSCH (D) and DEUTSCH (J A). |
| | | Physiological psychology. SM N 67 |
| | | ○ |

Comments : Main Entry is made just like the entry of a simple book. For Author Index Entries we could save one card as Entry Elements is the same in both the entries but we have prepared two so that it may not create any problem to the readers.

Series Index Entry

| | | |
|--|---|--|
| | | DORSEY SERIES IN PSYCHOLOGY |
| | 7 | Deutsch and Deutsch : Physiological psychology. SM N 67 |

Editor of Series Entry (Cross Ref. Entry)

| | | |
|--|--|---|
| | | HUNT (Howard F) and TAYLOR (Donald W), <u>Ed.</u> |
| | | <u>See</u> DORSEY SERIES IN PSYCHOLOGY. |

Joint Editor of Series Index Entry (CRE)

| | | |
|--|--|---|
| | | TAYLOR (Donald W) and HUNT (Howard F), <u>Ed.</u> |
| | | <p><u>See</u> DORSEY SERIES IN PSYCHOLOGY.</p> <p style="text-align: center;">○</p> |

Comments : Here we have prepared two entries of the Editors of Series by permutation so that readers can find the document they desire. There is no need to prepare. Title Index Entry because this will be made while preparing Class Inedx Entries from the Class Number of Host Book. So, now we will prepare Special Corsss Reference Entries.

Ist Special Cross Reference Entry

| | | |
|--|--|--|
| | | S : 177 |
| | | <p>Howard. Motor system. <u>See</u> SM N67 Deutsch & Deutsch. Physiological psychology. Chap. 13.</p> <p style="text-align: center;">○</p> |

2nd Special Cross Reference Entry

| | | |
|--|---------|---|
| | S : 176 | |
| | | <p>Howarth. Neuronal physiology. <u>See</u> SM N 67 Deutsch & Deutsch. Physiological psychology.Chap.14.</p> <p style="text-align: center;">○</p> |

Comments : Readers can find the reading material under the names of the Contributors so we have to make Book Index Entries for them. Following are these entries :

1st Contributor's Book Index Entry

| | | |
|--|-----------------|--|
| | HOWARD (Ian P). | |
| | | <p>Motor system. <u>Forming Chap 13 of</u> Deutsch and Deutsch. Physiological psychology. SM N67</p> <p style="text-align: center;">○</p> |

2nd Contributor's Book Index Entry

| | | |
|--|--|---|
| | | HOWARTH (C I). |
| | | Neuronal physiology. <u>Forming Chap 14 of</u> Deutsch and Deutsch. Physiological psychology. SM N 67 |

Class Index Entries of Host Book

Call No. SM N67 Not to take

Chain of SM

1. S Psychology (Sought Link)
2. SM Experimental psychology. (Sought Link)

Ist Class Index Entry

| | | |
|--|--|--|
| | | EXPERIMENTAL PSYCHOLOGY. |
| | | For documents in this Class and its Sub divisions see the Classified Part of the Catalogue under the Class Number SM |

2nd Class Index Entry

| | | |
|--|--|----------------------------------|
| | | PSYCHOLOGY. |
| | | For documents ... Class Number S |
| | | ○ |

Comments : Now we will prepare Class Index Entries of those Class Numbers which are given to chapter 13 and 14 and leave those entries which we have already prepared from the number of Host Book.

We have two Class Numbers

S : 177 Chap. 13

S : 176 Chap. 14

Chain of first numbers S : 177

| | | |
|---------|---|---|
| S | = | Psychology (Sought Link) |
| | ↑ | |
| S : | = | False Link. |
| | ↑ | |
| S : 1 | = | Nervous reaction, psychology (Sought Link) |
| | ↑ | |
| S : 177 | = | Motor nerve, Nervus reaction, psychology (Sought Link). |

We will prepare only two Class Index Entries of the Chapter and leave entry from the first Link as it is already made in the case of Host Book.

1st Class Index Entry of (Ist SCRE)

| | | |
|---------|--|---|
| | | MOTOR NERVE, NERVOUS REACTION, PSYCHOLOGY. |
| S : 177 | | For documents in this Class and its Sub divisions see the Classified Part of the catalogue under the Class Number |

2nd Class Index Entry of (Ist SCRE)

| | | |
|--|--|--------------------------------------|
| | | NERVOUS REACTION, PSYCHOLOGY |
| | | For documents ... Class Number S : 1 |

Chain of Class Number of Chap. 14 of (SCRE) S : 176

1. S $\begin{matrix} = \\ \uparrow \\ = \end{matrix}$ Psychology (Sought Link)
2. S : $\begin{matrix} = \\ \uparrow \\ = \end{matrix}$ False Link
3. S : 1 $\begin{matrix} = \\ \uparrow \\ = \end{matrix}$ Nervous reaction, psychology (Sought Link)
4. S : 176 $\begin{matrix} = \\ \uparrow \\ = \\ \downarrow \end{matrix}$ Sensory Nerve, Psychology (Sought Link)

There are three Sought Links but we will prepare only one Class Index Entry last link because we have already made entries from the number of Chap. 13 (Lonk 3 1)

Comments : In Tracing which you already know is always given on the Back Side

Class Index Entry (2nd SCORE)

| | | |
|---------|--|---|
| | | SENSORY NERVE, PSYCHOLOGY. |
| S : 176 | | For documents in this Class and its Sub divisions see the Classified Part of the catalogue under the Class Number |
| | | ○ |

Tracing (Back of the Main Entry)

| | | |
|-----------------|---|--------------------------------|
| S : 177 Chap 13 | ○ | Experimental, psychology |
| S : 176 Chap 14 | | Psychology |
| | | Motor nerve, Nervous reaction. |
| | | Nervous reaction, Psychology |
| | | Sensory nerve, psychology. |
| | | Deutsch (D) and Deutsch (JA) |
| | | Deutsch (JA) and Deutsch (D). |
| | | Howard (Ian P) |
| | | Howarth (C) |
| | | Hunt (Hower F) and Taylor |
| | | (Donald), <u>Ed.</u> |
| | | Taylor (Donald W) and Hunt |
| | | (Howar E), <u>Ed.</u> |

of Main Entry, information is provided for all the Entries we have prepared. In this case you can see we have used all the columns. On left side we have provided information about the Special Cross Reference Entries. Right side, at top, information is provided for all the Class Index Entries (I) Entries of Host Book (ii) Entries of Chap 13 (ii) Entry of Chap 14. In the middle portion information is given of all the Book Index Entries and in the last information about the Editors of Series.

(ii) MULTI VOLUME BOOK

Multi-volumed book is that book which provides thought in two or more volumes in a continuous exposition. For this or for any other reason in the distribution of thought among the volumes, compelling the treatment of arranging in the volumes, i.e., and inseparable set so that they may look like a single volume.

According to Dr. Ranganathan there are two types of Multi-volume books.

First Kind of Multi-volume book is that in which the constituent volumes neither possess any special title nor have any difference in other factors capable of contributing to the title portion of the main entry. In other words we can say there is only one common title for all the volumes.

Second kind of Multivolume is that in which there are different titles given to different volumes of the set along with a common title. Sometimes different titles have different authors also-while there is a common author for all the volumes also.

Kind I : A Multi volumed book of this type is to be catalogued just like a simple book. But there can be some additional problems, i.e., the set can be complete or incomplete or uncomplete. This incompleteness can be from both sides, i.e., Library or publishers. **(I) For complete set in a library** a catalogue should add additional sentence consisting successively of the word.

- (1) Number representing the number of volumes constituting the book
- (2) Term 'V' as its equivalent in the language of the title page.

(ii) **For Uncomplete Set :** This discrepancy is from the side of publication that all the volumes of the book have not yet been published. For this we have to add additional information according to C.C.C. (Rule NC 131).

- (a) Term "V"; and
- (b) Number of the volumes published so far and a dash.

This additional sentence is to be written in pencil. In this case, the entry is said to be Open. As soon as all the volumes are received, the pencil portion of the Title section is to be replaced in pen or with type writer.

(iii) **For Incomplete Set :** If all the volumes of the set, which have been published, are not possessed by the library, a further sentence is to be added to the Title Section, in Square brackets. This sentence in brackets is to consist successively of the :

- (a) Term "V" ;
- (b) Number representing the volumes not in the library; and
- (c) Term "not in library".

Examples**Book I (Complete Set of Volumes)****Information given on the Title page**

WORKSHOP TECHNOLOGY
(Theory and Practice)

By
K. N. Gupta
and
J. P. KAUSHISK
2 Volumes
NEW HEIGHTS PUBLISHERS.
Darya Ganj, Delhi-6
1966

Information given on back of the Title Page

Class Number : D6, 8
Book Number : N66
Accession No. : 52154-52155

Other Information

Size of each Volume : 24 cm.
Pages : 540
Note : V I . Machine Tools
V 2. Automatic Machines.

Book II (Uncomplete Set)

Information given on title page

Education in India Series, 15.
An Evaluation of Basic Education in India,
1948-60
Prepared and published by Central Institute
of Education (Delhi).
Government of India
year 1962-3 Volumes.

Information given on back of the title page

Class Number : TN 3. 44
Book Number : J2
Accession No. : 448372

Other Information

Pages : xix + 370
Size : 23 cm.
Note : 2nd and 3rd volumes have not been published.
Central Institute of Education is affiliated to Delhi.

Book III (Incomplete Set).

Information given to the Title Page

I. S. BEREZIN AND N. P. ZHIDKOV
COMPUTING METHODS
VOLUMES : 2

Translated from Russian by
 O. M. BLUNN
 and
 Edited by
 A. D. BOOTH.
 College of Engineering
 University of Saskatchewan.
 PERGAMON PRESS
 OXFORD LONDON
 Edinburgh, New York
 Paris, Frankfurt.

Information given on back of the Title Page

This is a translation of the original
 Russian Metody Vychislenii
 (c) 1965.
 Pergamon Press Ltd.

Class Number : D 659 (B)

Book Number : K5.1

Accession No. : 35431

Pages : 370

Size : 22 cm.

Note : Its volume 2 is not in the library.

BOOK 1 (Complete Set of Two Volumes)

Comments : In the Main Entry I have not given the statement of volumes

Main Entry

| | | |
|--|---------|--|
| | D6, 8 | N66.1 — N66.2 |
| | 52154-5 | GUPTA (K N) and KAUSHISK (JP). Workshop technology : Theory and practice 2V. ○ |

Author Index Entry

| | | |
|--|--|---|
| | | GUPTA (K N) and KAUSHISK (J P). |
| | | Workshop technology. 2 V. D6, 8 N 66.1—N66.2 |
| | | ○ |

Joint Author Index Entry

| | | |
|--|--|---|
| | | KAUSHISK (J P) and GUPTA (K N). |
| | | Workshop technology. 2V. D6, 8 N66.1 — N66.2 |
| | | ○ |

individually so that you may know if separate titles of volumes are not given we do not provide information. There are two Author Index Entries due to two authors.

Class Index Entries from Class No. D6, 8

Title Index Entry

| | | |
|--|--|---|
| | | WORKSHOP TECHNOLOGY. 2V. |
| | | By Gupta and Kaushisk. D6, 8 N66.1—N66.2 |

D6, 8

Chain

1. D =
↑ =
 = Engineering (Sought Link)
2. D6 =
↑ =
 = Mechanical Engineering (Sought Link)
3. D6, =
↑ =
 = False Link
4. D6, 8 =
↑ =
 = Machine tool, Mechanical engineering (Sought Link)

Comments : Though in the question it is mentioned that the book is in three

Ist Class Index Entry

| | | |
|--|--|--|
| | | MACHINE TOOL, MECHANICAL ENGINEERING. |
| | | For documents in this class and its Subdivisions see the Classified Part of the catalogue under the Class Number. D 6, 8 |


2nd Class Index Entry

| | | |
|--|--|-----------------------------------|
| | | MECHANICAL ENGINEERING. |
| | | For documents ... Class Number D6 |
| | | ○ |


3rd Class Index Entry

| | | |
|--|--|----------------------------------|
| | | ENGINEERING. |
| | | For documents ... Class Number D |
| | | ○ |

Tracing (Back side of Main Entry)

| |
|---|
|  <p>Machine, tool, Mechanical Mechanical Engineering Engineering</p> <p>Gupta (KN) and Kaushik (JP) Kaushik (JP) and Gupta (KN) Workshop technology. 2V.</p> |
|---|

Main Entry

| | | |
|--|---------|--|
| | TN 3.44 | J2 |
| | (Delhi) | INDIA, CENTRAL INSTITUTE OF EDUCATION Evaluation of basic education in India: 1948-60. V1 |
| | |  |

volumes, but we have given information about only the first volume which is published and the word VI—must be written in pencil and the entry is called Open Entry.

Class Index Entries

Author Index Entry

| | | |
|--|--|---|
| | | INDIA, CENTRAL INSTITUTE OF EDUCATION (Delhi). |
| | | Evaluation of basic education in India: 1948-60. VI— TN3.44 J2 |
| | | ○ |

TN 3.44

Chain

| | | |
|--------|---|------------------------|
| T | = | Education |
| TN3 | ↑ | Basic Education |
| TN3. | ↑ | False Link |
| TN3.44 | ↑ | India, Basic Education |

Book III (Incomplete Set).

Ist Class Index Entry

| | | |
|--|--|--|
| | | INDIA, BASIC EDUCATION. |
| | | For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number. TN3.44 |
| | | ○ |


2nd Class Index Entry

| | | |
|--|-------|------------------------------------|
| | | |
| | BASIC | EDUCATION. |
| | | For documents ... Class Number TN3 |
| | | ○ |

3rd Class Index Entry


| | | |
|--|--|----------------------------------|
| | | |
| | | EDUCATION. |
| | | For documents ... Class Number T |
| | | ○ |

Tracing (Back side of Main Entry)

| | |
|---|--|
|  | India, Basic Education Basic Education Education |
| | India, Central Institute of Education (Delhi) |

Comments : In the square brackets the sentence shows that volume two of the

Main Entry

| | | |
|--|---------|---|
| | D658(B) | K5.1 |
| | 35431 | BEREZIN (I S) and Z HIDKOV (N P). Computing methods. 2V. Tr by OM Blunn. Ed by A D Booth.[V 2 not in library].  |

set is not available in the library otherwise it is published. Now, we shall prepare all other Added Entries of this book, i.e., Author Index Entries, Title Index Entries, Translator Index Entry, Editor Index Entry and Class Index Entries.

Class Index Entries

Author Index

| | | |
|--|--|--|
| | | Entry |
| | | BEREZIN (I S) and Z HIDKOV (N P). |
| | | Computing methods. 2V. [V 2 not in library]. 658 (B) K5 . 1 |
| | | ○ |

Joint Author Index Entry

| | | |
|--|--|---|
| | | |
| | | Z HIDKOV (N P). and BEREZIN (I S) . |
| | | Computing methods. 2V. [V2 not in library]. D 658 (B) K5 . 1 |
| | | ○ |


Title Index Entry

| | |
|--|--|
| | COMPUTING METHODS. 2V. [V2 not in library]. By Berezin and Zhidkot. |
| | D 658 (B) K5 . 1 |
| | ○ |

Translator Index Entry

| | |
|--|--|
| | BLUNN (O M), Tr. Berezin and Zhidkov : Computing methods. |
| | 2V. [V2 not in library]. D 658 (B) K5 . 1 |
| | ○ |

Editors Index Entry

| | | |
|----------------------------|--|--|
| | | BOOTH (A D), <u>Ed.</u> |
| methods. 2V. K5 . 1 | | Berezin and Zhidkov : Computing [V2 not in library] D 658 (B)  |


Class Number D 658(B)

Chain

D = Engineering (Sought Link)
 D65 † = Electronic Engineering (SL)
 D658(B) † = Computer Engineering (SL)

Comments : Here I am not preparing 3rd Class Index Entry as it is already

Ist Class Index Entry

| | | |
|--|--|---|
| | | COMPUTER ENGINEERING. |
| | | For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number D 658 (B)  |

2nd Class Index Entry

| | | |
|--|--|-------------------------------------|
| | | ELECTRONIC, ENGINEERING. |
| | | For documents ... Class Number D 65 |
| | | ○ |
| | | ELECTRONIC, ENGINEERING. |
| | | For documents ... Class Number D |
| | | ○ |

prepared in the lesson from the Class Number D.

Tracing (Back Side of Main Entry)

| | |
|---|---|
| ○ | <p>Computer Engineering Electronic Engineering Engineering</p> <p>Berez in (IS) and Zhidkov (NP) Zhidkov (NP) and Berezin (IS) Computing methods. Blunn (OM), <u>Tr.</u> Booth (AD), <u>Ed.</u></p> |
|---|---|

Suggested Readings

1. Ranganathan, S.R. : Classified Catalogue Code Ed. 5
(Chap NA and Chap NX)
2. Verma, A.K. : Classified Catalogue Code
(Entries and Procedure)
3. Krishan Kumar : An Introduction to Cataloguing Practice

Important Questions of Practices

Now there are given some titles for your practice. You have learnt about all the possible problems. Do cataloguing for these titles by your own. If you need any help you can consult your subject Incharge in the Department. Following are the Titles for your practice :

- (1) (TP) The New Writer's Hand Book

An Introduction to Journalism/

M.L. Stein and Susau F. Paterno.

Surjeet Publication
7 K, Kothapur Road, Kamla Nagar, Delhi
TP) First Indian Reprint 2003

Call No. : 4 L 2 P32

Accession No. : 55031

Pages : ix + 430

Size : 23 cm.

- (2) (TP) Enclopaedia of Library and Information
Technology for 21st Century Series : 35
NETWORKING
AND THE FUTURE OF
LIBRARIES IN INDIA.

Edited by

Shyama Balakrishan.

P.K. Paliwal.

ANMOL PUBLICATIONS PVT. LTD.

New Delhi – 110002 (India).

(BTP) First Edition : 2001

ISBN 81-261 – 0883-5

Printed in India

Class No. : 2 (D65, 8 (B).2.N9

Book No. : P1

Acc. No. : 54321

Pages : viii + 261

Size : 18 cm.

(3) (TP)

KASHMIR
CONSTITUTIONAL HISTORY
AND DOCUMENTS

Mohan Krishan Teng
Ram Krishan Kaul Batt.
Santosh Kaul.

LIGHT AND LIFE PUBLISHERS.
New Delhi–Jammu–Rohtak

(BTP)

Copy right Authors
Class No. : V241, 8 : 11.N7
Book No. : L7
Acc. No. : 17229
Published by N. Gopinath for Light and Life
Publishers and Printed at
Print Co (India)., A.8, Community Centre.
D.D.A. Naraina, New Delhi-110028.
Pages : ix + 689 Size : 18 cm.
It includes Subject Index at the end.

(4) (TP)

Fundamental Issues
in
Sikh Studies

Editors
KHARAK SINGH
GOBIND SINGH, MAN SUSKHANI
JASBIR SINGH MANN.

Institute of Sikh Studies
CHANDIGARH

(BTP)

Preface written by.
Maj. Gen. Mohinder Singh (Retd.).
Call No. : V236 (Q—) : f N2
Acc. No. : 41991
Pages : xix + 259
Size : 15 cm.
Note : Select bibliography is given at the end.

- (5) (TP) THE MUGHALS AND SIKH RULERS
AND
THE VAISHNAVAS OF PINDORI.
(A Historical Interpretation of 52 Persian Documents).

By

B.N. GOSWAMY

J.S. GREWAL

INDIAN INSTITUTE OF ADVANCED STUDY

SIMLA

1969

- (BTP) Indian Institute of Advanced Study 1968.
First Edition July 1969
Class No. : V23673 (Q22). L
Book No. : K9
Acc. No. : 40256
Size : 18 cm.
Pages : viii + 490
Includes maps and select bibliography.

- (6) (TP) PRIMITIVE CLASSIFICATION
By
EMILE DURKHEIM and MARCEL MAUSS

Translated from the French and
Edited with an Introduction

By

RONEY NEEDHAM

Lecturer in Social Anthropology
University of Oxford London.

COHEN AND WEST
LONDON

- (BTP) Copyright : 1963
Size : 21.5 cm.
Pages : xiii + 106
Bibliography : P. 89-94
Class No. : Y72
Book No. : N63
Acc. No. : 34561

Type Setting:

Department of Distance Education, Punjabi University, Patiala.
