



Department of Distance Education
Punjabi University, Patiala

Class : Master of Library and Information Science
Semester : 2

Paper : MLIS 207
(Advanced Knowledge Organization : (b) Cataloguing Practice)

Medium : English **Unit : I**

Lesson No.

- 1.1 Cataloguing Non-Book Materials : Brief Introduction
- 1.2 Cartographic Materials
- 1.3 Sound Recording
- 1.4 Motion Picture and video Recording
- 1.5 Computer Files
- 1.6 Micro Forms

Department website : www.pbidde.org

CATALOGUING OF NON-BOOK MATERIALS : BRIEF INTRODUCTION

Classification and cataloguing are two basic and essential processes for the organization of reading materials of all kinds, and for their retrieval. Essentially they are the two sides of the same coin. Therefore, both are included in professional education and courses. Library catalogue is not only a source of information for readers, but also an "EFFECTIVE TOOL" for professionals and readers of the library. Therefore, it has been made essential component of the library education at all levels. In your Bachelor Degree of Library and Information Science you have Studied cataloguing of conventional Information sources such as books and periodical. In your present post graduate degree course you will limit your study to non-book material only according to AACR-2R (1988).

1.0 Objectives of the lesson

The main objectives of the lesson are to acquaint you with.

- (i) Non print material: its nature and qualities;
- (ii) Data elements of different types of non book material
- (iii) Sources of information for cataloguing the non -Book material; and
- (iv) Structure of catalogue entry for different types of non-book material

To fish out the afore said objectives the lesson is structured as under:

- 1.1 Introduction
- 1.2 Definition of Non-Book Material.
- 1.3 Types of Non-Book Material.
- 1.4 A.A.C.R. -2R
- 1.5 General Material Designation(GMD)
- 1.6 Organisation of Entry elements with examples.

1.1 Introduction

The impact of "Information Science" and "Information Technology" during the last decade has directly caused the spread of Non-Book and Fugitive Material. As a result libraries through out the world have acquired and maintained large collection of such materials, because these materials convey the nascent information and thought of very nascent origin which are the product of mental manipulation and cross disciplinary research in different fields of knowledge. These treasures of information need to be collected organized and disseminated in most effective and speedy manner to provide right information to the right reader at the right time. The information loses its dynamism if not communicated to the needy immediately. Time factor plays a vital role in the communication of the information contained in non-book materials and microforms in addition to computer files

1.2 Definition of Non-Book Materials :

Following are some important definition:

- (i) "Non-book-adj. (non-book); being something other than a book; being

manuscripts, micro films, map or other library holding that is not book. "(Webster's Third International Dictionary).

(ii) "Those library materials which do not come with the definition of a book; periodical or pamphlet and which require special holding, ie.audio-visual materials, vertical files materials, micro forms or computer software." (Harrold's Librarian Glossary).

(iii) "Generally understood to be any resource material which is not printed book." (Chirwin and Old field):and

(iv) Microform is a generic term for any medium ,transparent or opaque, bearing microimage (A.A.C.R. II-R).

1.3 Types of Non-Book Material :

Following are the different types of Non-book materials :

(i) **Cartographic Materials** : Arial remote sensing images, Anamorphic Map, Atlas, Block diagrams, Celestial Chart,Celestial Globe, Chart Globes, Maps, Plan Map, Relief Model, Remote sensing image, Terrestrial sensing images. Space sensing image, Topographic drawing, and topographic prints.

(ii) **Manuscripts** : Leaf. Item for collection of Manuscripts i.e.Box

(iii) **Music** : Score, Condensed Score, Miniature Score; Piano Conductor part, Chorus Score, and Part.

(iv) **Sound Recording** : Sound Catridge, sound cassette, sound Disc, and sound Track Film reel (Cassette)

(v) **Motion picture and Video Recording** : Film catridge, Cassette, Film Loop, Film Reel, Video catridge, Video Cassette , Video, Disc, and Video Reel.

(vi) **Graphic Materials** : Art Original, Art Print, Art Production, Chart, Film Slip, Film Strip, Flash Card, Flip Chart, Photograph, Picture, Post Card, Poster, Radio-Graph, Slide, Stereograph, Technical Drawing , Transparency and Wall chart.

(vii) **Computer Files** : Date files, Programme file, and Project Programme.

(viii) **Microform**: Apperture card, Micro fiche, and Micro film catridge Cassette Reel.

1.4 Anglo-American Cataloguing Rules-2,1988 Revision :

In March 1974, a joint Steering Committee for revision of AACR was formed with representatives from the United States, Britain and Canada. The objectives of the revision were to reconcile in a single text the North American and the British Texts including official changes since 1967 and to consider for inclusion of amendments to make it an international Code in Cataloguing. The attentions was particularly paid for the treatment of non-book material IFLA initiated a programme of international Standards Bibliographical Description (ISBD) which resulted in the significant contribution of AARC-2. The programme broughtout a standard for monographs ISEB (M) which was incorporated in AACR text, same year by means of separately published revision of Chapter-6 particular attention was paid for developments in the machine processing of bibliographical record. Levels of Description and optional Rules are the most important new concepts in terms of Descriptive cataloguing in AACR-2R

The main objectives of the ISBD format are:

(i) That the records produced in one country or by the user of one language can be easily understood in other countries and by the user of other languages;

(ii) That the records produced in each country can be integrated into files of lists of various kind containing also records from other countries; and

(iii) That the records in written or printed form can be converted into machine-readable form with the minimum of editing.

The rules for non-book materials in AACR-1 was considering inadequate, as a result there was proliferation of various cataloguing rules for non-book materials could provide Standardisation needed in this area in AACR-2 and AACR-2.R,1988.

1.5 GMD(General Material Designation)

GMD prescribes the broad class of publication to which the item belongs, for example, sound recording music Cartographic material film strips, microform, motion picture. Machine readable data file will be replaced by Computer file etc.

This is an optional addition in AACR-2. The use of GMD is very much essential in case of non-book materials and it may not be preferred by the libraries for book form materials AACR 2R being a common code for British and American Countries. Hence rule I.ICI provides two lists for GMD List 1 is used by British agencies List 2 by American, Australian, Canada on page 21

In the course of M.Lib.I.Sc. only Cartographic material, Motion picture Video recording Computer file and Microform are included for cataloguing. Therefore, in General materials Designation(GMD) cartographic material, motion picture , video recording, Computer file, and microform, used to represent GMD

1.6 Organisation of Entry element :

Following is the skeleton of entry elements according to AACR-2R for monographs which is also helpful in the rendering of entry elements of non-book materials

Class No.					
Book No.	Heading				
1		Title Proper = Paraller Title [GMD]	Subtitle/Statement of responsibility ; Subsequent Statment of responsibility. - Edition		
Acc. No.	Year of Publication		Statment -Place of Publication ; Publication : Publisher,		
8		Pre pages. Textual pages ; Physical Description ; Dimension - (Series Note)			
9		Notes			
10		ISBN			
11		Tracing			
12					

Now we shall discuss all these 12 Entry elements according to prescribed types of Non-Book Material simultanncously.

1.6.1 Heading

1.6.1.1 Cartographic Material : (a) The name of the creator(i.e. cartographer) may be rendered here according to the rule of chapter one e.g.. surname, forename. (b) If the name of the creator is not given entries are made under the title (Chapter 1)

(a) When the name of Creator is given

	Gill, M.S.	
--	------------	--

(b) When the name of Creator is not given

	Geological Survey of India	
--	----------------------------	--

	Travelling maps of Andra Pradesh [cartographic material]	
--	--	--

1.6.1.2 & 3 Motion picture and Video Recording :

In the case of motion picture and Video recording, we can't consider it to as the creation of one personal or Corporate agency. Therefore entries are carried out under the title according to the rule provided in Chapter 1.

	Arrow to the Sun [motion picture]	
--	-----------------------------------	--

	The Atlantic teagedy [video recording]	
--	--	--

1.6.1.4 Sound Recording : (a) Name of creator is to be given if the responsibility is very clear, (b) in most of the cases due to the involvement of a number of persons, groups etc, in the production of Sound recording, the title of the creation (Sound recording) is rendered here as heading.

Elliot, T.S.	
	The Wasteland and other poems [sound recording]

	A Night on the town [sound recording]

1.6.1.5 Computer File : Enter under the name of personal author/Corporate author if

- (a) the responsibility of creation is very clear.
 (b) Enter under the title in the case of mixed responsibility

(a)

Milton, John
Database [computer file]

(b)

Instructions for beginners. [Computer File]

1.6.1.6 Micro form

As 1.6.1.5

1.6.2 Title

- (a) In all type of NBMS, if the heading of the entry is personal author or corporate author, title to be given in the same manner as it is given in the case of conventional documents. (Rule Chapter-1)
- (b) **General Material Designation(GMD)** : After the rendering of heading in all forms of Non-Book Material, GMD is written after the title used as heading, according to the type of Material as per list provided in the lesson under the heading GMD under Rule.
- (c) **Sub Title:** In the case of 'Sub title' it should be rendered after (GMD) preceded by colon (:); in all type of NBMS.

1.6.3 Statement of Responsibility : This section is rendered as under:

1.6.3.1 Cartographic Materials : Name of the cartographer as personal author or of agency as corporate author as creator of the item.

Gill, M.S.
Maps of agricultural production [cartographic material] / by M.S. Gill

Geological Survey of India	
	Mines of India [cartographic materials / by Geological Survey of India

1.6.3.2 & 3 Motion Picture and Video Recording : If the entry is made under title due to mixed responsibility of the creation the names of producer, director and animator may be given under statement of responsibility. The name/s of other contributions i.e. Camera, Music, Screen Play, editor etc. be given in note section under heading credits:

	/produced by William Jone, by William Blake. directed
--	--

1.6.3.4 Sound Recording: Under the name of producer, Chief performer, reader speaker etc.

	/produced by Rod Stewart, Read by P. Lashi
--	--

1.6.3.5 Computer file: Name of the personnel/Corporate author/s as the case may be:

	/ by Herny Littow
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1.6.3.6 Micro form:

Same as 1.6.3.5

1.6.4 Subsequent Statement of Responsibility : The basic rules applied to conventional material are also applicable for the rendering of NBMS.

1.6.5 Edition Statement: In the case Edition statement, it should be rendered in the same way of conventional cataloguing.

After rendering of Edition Statement, there is a variation in the case of cataloguing of cartographic material and computer file only

(a) Carto graphic material : Mathematical data area : scale is to be provided here proceeding this area by full stop, space, dash, space (-.)

Scale : As a representative fraction expressed as ratio (Rule 3,3BI) (1 :) Preceded by scale If values are unknown render as: Scale varies

	- Scale 1: 378, 200
--	---------------------

If two scales are provided add the other by dot (.)

	- Scale 1:378, 200. Icm. to 5550 miles
--	--

(b) Computer files : File characteristic Area

In the computer file there are three types i.e. computer programme/s computer data, computer data and programme/s.

Computer Data : Give the Characteristic followed by number of file, record, bytes.

Computer Programme : Give the number of Statement and /or bytes.

	Computer data (4 file : 600 record)
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	Computer programme (1 file : 200 statements)
--	--

1.6.6 Publication, Distribution Area : Same as for other library material according to rules 1.0C, 1.4B, 1.4C, 1.4D, 1.4E and 1.4F

It should be divided in three parts i.e. place of publishing, publisher, year of publication.

Place is written after. then publishers is to be preceded by colon (:) and preceded year by a comma (.)

1.6.7 Physical Description Area.

In all cases of NBMS it should be divided in the following parts.

- (i) Designation and Extent of item.
- (ii) Other Physical defects
- (iii) Dimension of the item
- (iv) Accompanying material
- (v) Title of Series (if given)

Example :

1map: col;41cm-(Series.....)

1atlas (x,52 p.) some Col. ;12x8cm.

3film reels (60min) ; sd., col. ;35mm

1video reel (50min) : col. ;1 1/2in.+/manual

1sound disc (20min) . :33 1/3 rmp stereo;12in.

2 computer disc: col +1 demonstration disc

2 microfiches : negative ; 11 x 15 cm.

4 micro card: 9 x 12 cm +1 type written (ix, 260 p.)

1.6.8 Note Area

All key notes pertaining to all type of NBMs are to be given under NOTE AREA in separate paragraphs for each note, starting from 2nd indention and continuing it from 1st indentions.

All contributors in the case of video recording and motion picture are to be given under the heading credits in note area except producer, director, and animator which are to be mentioned after the title area as collaborators.

1.6.9 Tracing :

It is rendered in the same way as rendered in the case of conventional library material.

In the following lesson each of the category of non-book materials will be considered with detailed discussions and examples please keep a copy of rule (AACR-2R) with you for ready reference and guidance.

1.7 REFERENCES

1. Anglo American Cataloguing Rules.2nd ed.1988(R)
2. Hunter Eric J. Examples illustrating AACR-2 1988 Revision. London: Library Association,1989

LESSON NO. 1.2 Revised by Dr. Trishanjit Kaur AUTHOR : KULVIR KAUR

CARTOGRAPHIC MATERIALS

Structure

- 2.0 Objectives
- 2.1 Introduction
- 2.2 Rules for description in Entry
- 2.3 Title Transcriptions solved
- 2.4 Exercises for practice
- 2.5 References

2.0 Objectives

The present lesson aims :

- 1. To acquaint with non-book material in the form of Cartographic Materials such as maps, charts etc.
- 2. To Catalogue Cartographic Materials as per AACR-2R rules.

2.1 Introduction

The term "Cartography" means the art of map-making. "Cartographic material means any materials that representing the whole or part of the earth or any celestial body at any scale. Cartographic materials include two and three dimensional maps and plans (including maps of imaginary places); aeronautical, navigational and celestial charts; atlases, globes; black diagrams; sections; aerial photographs with a cartographic purpose, birds eye-views (map views) etc" (AACR 2R P. 616).

The two dimensional maps are published in the form of 1) Single map, 2) Chart, 3) Plans and 4) a volume of maps known as Atlas. The three dimensional maps are in the form of relief models, globes etc. These types of materials used for making maps are called cartographic materials.

AACR-2R deals with the Cartographic materials in Chapter-3. Let us carefully go through the rules before cataloguing the actual cartographic materials for proper understanding.

2.2 Rules for description in Entry

Areas of Cartographic Materials are as follows:

- 1. Title and Statment of Responsibility Area.
- 2. Edition Area
- 3. Mathematical Data Area
- 4. Physical Description Area
- 5. Series Area
- 6. Note Area

(Rule 3.0 B) Sources of Information

(3.0B 2) Chief sources of Information: The chief source of information (in order of preference is:

- a) The cartographic item itself, when an item in a number of physical parts, treat all the parts (including a title sheet) as the cartographic item itself.
- b) Container (e.g. portfolio, cover, envelope etc) or case, the cradle and a stand of a globe etc. If information is not available from the chief source, take it from any accompanying printed material (e.g. Pamphlets, brochures).

3.0.B3 Prescribed Sources of Information: The prescribed sources of information for each area of the description of cartographic materials is set out below. Enclose information taken from outside the prescribed sources in square brackets.

Area	Prescribed Sources of Information
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying printed material
Mathematical data	Chief source of information, accompanying printed material
Publication, distribution etc.	Chief source of information, accompanying printed material
Physical description	Any source
Series	Chief source of information, accompanying printed materials
Note	Any source
Standard number and Terms of availability	Any source
For choice of Access Point:	

Rules 2.1A A personal author is the person chiefly responsible for the creation of the intellectual work. For example, Cartographers are the author of their maps.

Further cartographic materials are made by cartographers Who are either persons or corporate bodies. Maps relating to earth are usually surveyed by corporate bodies like Govt., associations, societies, etc.

Rule 21.29 deals with the choice of heading for added entries for cartographic materials.

Rule 3.1 Title and Statment of Responsibility Area

3.1B Title Proper:

3.1B1 Transcribe the title proper exactly as to wording order and spelling. e.g. Road map of 50 miles around London.

* Students should note that Rules 21 and 3.0 B and its sub parts discussed in the lesson have been taken from AACR-2R.

If the title proper is not taken from the chief source of information, give the source of the title in a note (see 3.7 B3) e.g.

Title from container, Title from separate wrapper.

3.1B2 If the title proper includes a statement of the scale, include that statement in the transcription.

e.g. 1. New half inch cycling road maps of England and Wales.
2. Topographic 1:500, 000 low flying chart

3.1B3 If the chief source of information bears more than one title, choose the title proper by reference to the order of title on or layout of the chief source of information. Record other titles as parallel titles. If both or all of the titles are in the same language and script, choose the title proper on the basis of the sequence or layout of the title, in case of difficulty in deciding the title proper, choose the most comprehensive title.

3.1B4 If the item lacks a title, devise a brief description title and enclose such title in square brackets. In addition always include the name of the area covered in the devised title.

e.g. [Map of Ontario]

[District map of Madurai]

3.1C General Material Designation:

3.1C1 Give immediately following the title proper the appropriate general material designation in square bracket as instructed in 1.1 C1 which says, "choose one of the lists of general material designations given below and use terms from the chosen list in all descriptions for which general material designations are desired. If general material designations are to be used in Cataloguing, British agencies should use terms from list 1 and agencies in Australia, Canada and the United States should use terms from list 2." (AACR2RP.20) As we are following the British pattern, hence for GMD we will be using list 1. (P.21).

List 1

Braille

Cartographic Material

Computer file

Graphic

Manuscript

Microform

Motion picture

Multimedia

Music

Object

Sound recording

Text

Videorecording

e.g. Road Map of Switzerland [object]

Central Europe [GMD]

Aerial map of Srilanka [Multimedia]

3.1.D Parallel Titles:

3.1D1 Transcribe parallel title as instructed in 1.1D and proceeded by the sign '='

e.g. Swiss = Road map of Switzerland

Suomi [GMD] = Finland

3.1E Other Title Information

3.1E1 Transcribe other title information as instructed in 1.1 E.

In case, other title information such as subtitle is to be recorded, then subtitle is to be added after colon.

e.g. Canada [GMD] : a pictorial historical map.

Motor road map of south-east England [GMD] : showing trunk and other classified roads.

3.1E2 If the title proper does not include an indication of the geographic area covered by the item and if the other title information does not include such an indication or if there is no other title information supply as other title information in a word or brief phrase indicating the area covered.

e.g. Map of Road Transport : [Tamil Nadu]

3.1F Statement of Responsibility:

3.1F1 Transcribe statement of responsibility relating to persons or bodies as prescribed in Rule 1.1F accordingly.

e.g. A map book of West Germany / A.J.B. Tussler

Road atlas Europe [GMD] / Bartholomew

3.1.F2 Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

e.g. Map of mid-west [GMD] / [edited by] DM. Bagley.

Rule 3.2 Edition Area:

Rule 3.2 A1 Prescribes the following punctuations:

1. Proceed this area by a full stop, space, dash, space.
2. Proceed a subsequent edition statement by a comma.
3. Proceed the first statement of responsibility following an edition or subsequent edition statements by a diagonal slash and
4. Proceed each subsequent statement of responsibility by a semicolon.

3.2B Edition Statement

3.2B1 Transcribe a statement relating to an edition of a work that contains differences from other editions of that work, or to a named reissue of a work as instructed in 1.2 B

e.g. 2nd ed. For second edition.

1974 new ed. For new edition, 1974

Abridged ed. For Abridged edition

3.2B2 In case of doubt about whether a statement is an edition statement, take presence of such words as edition, issue, version as evidence that such as edition statement and record it as such.

e.g. South-west gazette-somerest ed.

3.2C Statement of responsibility relating to the edition:

3.2C1 Record a statement of responsibility relating to one or more editions, but not to all editions.

e.g. 3rd ed. / with maps redrawn by N. Manley

Rule 3.3 Mathematical Data Area:

The Mathematical data area consists of

1. Statement of Scale
2. Statement of Projection
3. Statment of Coordination and equinox

3.3B Statement of Scale

3.3B1 Give the scale of a cartographic item (except as noted below) as a representative fraction expressed as a ratio (1:).

Proceed the ratio by scale. Give the scale even if it is already recorded as part of the title proper or other title information.

Scale Ca 1:36,000,00

(Scale as it appears on the item)

If a scale statement found in the chief source of information or accompanying material is not expressed as representative fraction, give it as a representative fraction in square bracket.

Scale [1: 253, 440]

3.3B2 Give additional scale information that is found on the item. Use standard abbreviation and numerals in place of words. Preceed such additional information by a full stop.

Scale 1:250,000. 1 in to 3.90 miles 1cm. to 2.5 km.

3.3B3 If the scale within one item varies and outside values are known, give both scales connected by hyphen.

Scale 1:15,000-1:25,000

If the values are not known, give Scale varies.

3.3C Statement of Projection

3.3C1 Give the statement of projection if it is found on the item, its container or case or accompanying printed material. Use abbreviations as instructed in Appendix B of AACR2R (P.600) as :

Term Abbreviation

Projection proj.

Reproduced reprod.

Diameter diam.

Enlarged enl.

Equinox eq.

Folio fol.

Foot, Feet ft.

Hour hr.

Inch in.

Minutes min.

if the numerals are in word form, convert in figure

3.3D Statement of Cordinates and Equinox

Express the coordinates in degrees (°), minutes (') and second (") of the sexagesimal system (360 circle) taken from the Greenwich Prime meridian. Precede each coordinate by W,E,N or S as appropriate.

Separate the two set of latitude and longitude by a diagonal slash. And separate each longitude or latitude from its counterpart by a dash.

e.g. (E 79° -E86° / N 20° -N 12°)

Rule 3.5 Physical Description Area:

3.5 B2 If there is more than one map etc, on one or more sheets, specify the number of maps etc. and the number of sheets.

e.g. 6 maps on 1 Sheet

3.5B3 In the case of Atlas, add pagination or number of volumes.

e.g. 1 atlas (xvi, 37p., 74 leaves of plates)

1 atlas (3v)

3.5C Other physical Details:

3.5 C1 Give the following details, as appropriate in the order set out here:

Number of maps in an atlas

Colour

Material

Mounting

e.g. 1 atlas (xv, 80p.): 35 col. maps

1 atlas (330p.): 100 col. maps (some folded)

3.5 D Dimensions

3.5 D5 Give the physical description of maps and globes as follow:

1 Globe: Col., plastic, on metal stan; 20 cm. in diam. in box 14 x 12 x 12 cm.

1 map: col., 200 x 350 cm. Folded to 20 x 15cm. in plastic case 25 x 20cm.

Rule 3.6 Series Area

3.6B1 Record each series statement as instructed in 1.6 as:

(Climatological studies; no.8)

Rule 3.7 Note Area

Any detail of the item that are considered to be important, but have not been included in any area of description indicate them in the note area in the following order:

3.7B1 Nature and scope of the items

3.7B2 Language

3.7B3 Source of title proper

3.7B4 Variations in title

3.7B5 Parallel titles and other title information

3.7B6 Statements of responsibility

3.7B7 Edition and history

3.7B8 Mathematical and other cartographic data

3.7B9 Publication, distribution etc.

3.7B10 Physical description

3.7B11 Accompanying material

3.7B12 Series

3.7B13 Dissertations e.g. Thesis (Ph.D.) - University of Toronto, 1974

3.7B14 Audience

e.g. intended audience. Primary schools

3.7B16 Other formats

e.g. also issued on microfiche

3.7B18 Contents

3.7b19 Numbers

Publisher's no.: LB3721-9

3.7B20 Copy being described library's holdings, and restrictions on use

3.7B21 With notes

2.3 Title Transcriptions Solved

Map

Title

Palastine under David and Solomon
About 1025-953 B.C.

Scale 1 cm-50 km or W 34° -35°
1: 250,000 N 29° -38°

Cartographer:

Hulton webster Ph.D

University of Nebraska

Daniel C Knowlton Ph.D

Loncoln School of Teachers College Columbia University

Charles Downer Hazer Ph.D

Columbia University

Webster-Knowlton-Hazer Eutopean History map Series II

Published by

A.J. Nyslom Company

Chicago

Call No. 911.5694 NYS

Acc. No. 2020

Other information:

1. Single map in good colour

2. Size of the map calcuated 120 x 90 cm.

3. Date of publication is found from bibliographic sources as 1964.

As per rule 21.1A the Cartographers are the personal authors and therefore main entry is be made under the first name of the Cartographer. For the rest of the authors added enteries are to be made as per rule 21.29. As per rules 21.30J make an added entry for the litle proper.

Main Entry

9115694 NYS	Webster, Hulton
2020	<p>Palastine under David and Solomon about 1025-953 BC [cartographic material] / [by] Hulton Webstes, Daniel C. knowlton and Charles Downer Hazer. - Scale 1:250,000. 1cm. to 50 km. (W340 - 390/N 290 - 300). - Chicago: Nyslons Comapny, [1964]. 1 map: col.; 120x90 cm.- (Webster-Knowlton-Hazer Eutopean history maps series; no.II).</p> <p>1 map, historical I.Knowlton, Daniel C. II. Hazer, Charles Downer III. Title IV. Series.</p>

911.5694 NYS	Webster, Hulton	MAPS, HISTORICAL
		As in the Main Entry

Added Entry for Joint Author

911.5694 NYS	Webster, Hulton	Knowlton, Daniel C.
		As in the Main Entry

Added Entry for Joint Author

911.5694 NYS	Webster, Hulton	Hazer, Charles Downer
		As in the Main Entry

Added Entry for Title

911.5694 NYS	Webster, Hulton	Palastine under David and Solomon about 1025-953 BC [Cartographic Material]
		As in the Main Entry

Added Entry for Series

911.5694 NYS	Webster, Hulton	Webster-Knowlton-Hazer European history maps; series, no. II.
		As in the Main Entry

Title-2

Tourist- map of India
Northern region
Scale 40 miles to 1 inch
Or
1:253,400
Based upon survey on Indian maps
And
Published for the Department of Tourism,
Ministry of Transport and Communication
Govt. of India
With the permission of Surveyor General of India
1964
Produced by the Directorate of
Advertising and Visual Publicity
Ministry of Information and Broadcasting
For the Department of Tourism
Govt. of India
New Delhi.

Call No. 912.54 K4

Acc. No. 316950

Size 45 x 30 cm

Other Information

Map is coloured

References are provided

Main Entry

912.54 K4	India	Directorate of Advertising and Visual Publicity
316950		Tourist map of India [cartographic material]: northern region / produced by the Directorate of Advertising and Visual Publicity; Ministry of Information and Broadcasting Corporation for the Department of Tourism, Government of India, New Delhi. ---- Scale 1:253,400. 1 inch to 40 miles. --- New Delhi: Govt. of India, 1964. 1 map: col.; 45 x 35 cm. Based upon : Survey of Indian Maps Includes references 1. India-Description and travel map. I. Survey of India. II. Title

Explanation - Here Government is the form of corporate body, so we prepare main entry under corporate body. Provide added entries under survey of India, Title and Subject Headings.

Subject Added Entry

912.54 K4	India	INDIA-DESCRIPTION AND TRAVEL MAP Directorate of Advertising and Visual Publicity
316950		As in the Main Entry

Title Added Entry

912.54 K4	India	Tourist map of India [cartographic material] ; northern region Directorate of Advertising and Visual Publicity
316950		As in the Main Entry

912.54 K4	India.	Survey of India. Directorate of Advertising and Visual Publicity
316950		As in the Main Entry

Title -3

Sketch of Mahanadi river, Cuttack

By
R. Goel.

The Scale is about 1 to 160, 180. It is published in 1961 and belongs to the series Rivers in Orissa, no. 8 and printed on both sides of sheet.

Note: Shows the water level of Mahanadi River in summer for the purpose of irrigation.

The title is published by the cataloguer size 68 x 41 cm

Class no. 912.014

Accession No. 555

Main Entry

912.014	Goel, R.	
555	irrigation.	[Sketch of Mahanadi river, Cuttack] [cartographic material] / by R. Goel. --- Scale ca 1: 160, 180. ---- [s 1] : [s n], 1961 1 map; 68 x 41 cm. --- (Rivers in Orissa; no. 8) Shows water level of Mahanadi river in summer for the purpose of irrigation. Printed on both sides of sheet. Title is supplied by cataloguer. 1. River, Mahanadi-Drawing. I. Title II. Series.

Explanation -

According to rules provided in AACR-2 personal author is chiefly responsible for work. So the main entry is prepared under the name of Cartographer as per rule 21.1A. Added Entries are to be made under series, Title and Subject heading.

Please read rule 3.1134 for title statement.

Subject Added Entry

912.014	Goel, R.	RIVER, MAHANADI-DRAWING.
555		As in the Main Entry

Title Added Entry

912.014		[Sketch of Mahanadi rivers, Cuttack) [cartographic materials]
	Goel, R.	
555		As in the Main Entry

Seies Added Entry

912.014		Rivers in Orissa ; no. 8
	Goel, R.	
555		As in the Main Entry

Title-4

Shakespear's Britain
Based on William Shakespeares dramas
Single colour map done for the
National Geographic Magazine May, 1964
Edited by
&
Published by
Melrille Bell Grosvenor
National Geographic Society
London
1965
NAT

Call No. 911.42

Acc. No. 5689

Other Information

This is an imaginary map drawn on both sides of Shakespeares plays.
Size of the Map 60 x 45 cm.

911.42 NAT	Shakespear's Britain [Cartographic material]; based on William
5689	Shakespear's dramas / edited by Melville Bell Grosvenor. — Scale indeterminable. --- London: National Geographic Society, 1965 1 imaginative map : col.; 60 x 45 cm. Map done for the National Geographic Magazine May, 1964 1 Map-England I. Grosvenor, Melville Bell.

Subject Added Entry

911.42 NAT	MAPS-ENGLAND Shakespear's Britain [cartographic material]
5689	As in the Main Entry

Editor Added Entry

911.42 NAT	Grosvenor, Melville Bell Shakespear's Britain [Cartographic material]
5689	As in the Main Entry

ATLAS**Title-1**

An atlas entitled, " Mines in India" was prepared by Geological Survey of India in the year 1979. It contains xi and 28 pages with 16 coloured maps and belongs to the Geological Survey of India, number 121 A.

It is accompanied by 4 hydrographic charts of 20 x 10 cm. And a book consisting of vi and 36 pages. Accession Number : 14334

Note: First edition was published in 1959
The maps are of different scales.

Main Entry

XXX XX		Geological Survey of India
14334		Mines in India [cartographic material] / prepared by Geological Survey of India. - Scale varies. --- [sl. I] : [Survey of India], 1979. 1 atlas (xi, 28p.) : 16 col. map, 4 hydrographic charts; 20 x 10 cm+1 book (vi, 36p.). --- (Geological Survey of India series; no. 121A) First ed. published 1959. 1. Mines-India I Title II. Series.

Note: Crosses (X) indicate space for call number and accession number.

Subject Added Entry

XXX XX		MINES-INDIA Geological Survey of India
14334		As in the Main Entry

Title Added Entry

XXX XX		Mines in India [Cartographic material] Geological Survey of India
14334		As in the Main Entry

Series Added Entry

XXX XX		Geological Survey of India series; no, 121 A Geological Survey of India
14334		As in the Main Entry

Title -2

National Economic Development
Atlas of India
Scale 1:63630 Size 75 x 100 cm.
Set of 10 maps dealing with relief of
land political, communication, annual rain fall
and temperature
Published by
Surveyor General of India
Kathirbarkala Estate
Dehra Dun
1986

Call No. 912.1330954 SVR

Acc. No. 8218

Other Information:

All maps are coloured and same are folded

The atlas consists of x + 20 pages including 8 leaves of plates. Distributed by Scientific Instruments Store, New Delhi.

Main Entry

912.1330 SVR		National Economic Development atlas of India
8218	75 x 100cm.	[Cartographic material] / [Survey of India].--- Scale 1:63630. --- Dehra Dun; Surveyor General of India, 1986; New Delhi: Scientific Instrument Store, [1986]. 1 atlas (x, 20p. 8 leaves of plates); 10 col. maps (some folded): Set of 10maps dealing with relief of land political, communication, annual rainfall and tempereare. 1: India -Atlas

Subject Added Entry

912.1330 SVR		INDIA ATLAS National Economic Development Atlas of India [Cartographic material]
8218		As in the Main Entry

GLOBE**Title-1**

Columbus Celestial Globe
(German Text)

Manufacturer and Distributor
Columbus Hue Globe Company
Kent

Call No. 912

COL

Acc. No. 3240

Other Information

1. Globe is made of plastic inflammable with colour and electrically illuminable and manufactured in 1982
2. The globe is in 34 cm diameter containing in a box of 40 x 12 x 12 cm and mounted on a metal stand.
3. Vertical scale calculated 1: 96,000

[Explanation - This title related to globe. As there is no personal author or corporate body for this globe, title is chosen as heading for the main entry. Added entry is made for subject].

Main Entry

912 COL		Columbus celestial globe(Cartographic material). --- Vertical Scale ca.
3240		1: 96,000. --- Kent Columbus Hue Globe, [1982] 1 celestial globe: col.; plastic, mounted on metal stand; 34 cm in diam. in box 40 x 12 x 12 cm. Inflammable with colour and electrically illuminable. 1 Globes

Subject Added Entry

912 COL		GLOBES Columbus celestial globe [Cartographic material]
3240		As in the Main Entry

Title -2

A coloured globe entitled 'world in relief' by Rand McNally International was published in New York by Rand McNally International in 1969.

The globe was made of wood mounted on metal stand with 12 cm diameter and kept in a box of 20 x 20 x 15 cm. The scale of globe is 1:28,000.

Note: The statement of scale is not found on the item, its container or case but determined by the comparison with a globe of known scale.

It is a free globe in transparent plastic cradle with graduated horizon in circle.

Main Entry

Class No. Book No.		Rand McNally International
Acc No.	box 20 x 20 x 15 cm.	World in relief [cartographic material] / by Rand McNally International. — Scale ca. 1:28,000. — New York: Rand McNally International, 1969. 1 globe; col.; wood mounted on metal stand; 12 cm. in diam. in It is a free ball of globe in transparent plastic cradle with graduated orizon in circle. 1. World-Geomorphology

Subject Added Entry

Class No. Book No.		WORLD-GEOMORPHOLOGY Rand McNally International
Acc No.		As in the Main Entry

2.4 Exercises for practice**MAPS****Title -1**

A map entitled Merseyside after local government recognized in 1974
Scale six miles to one inch.

Published by Merseyside Country Council
Public Relation Office,
1975

Size of sheet ; 16 x 12 cm.

Title -2

West Indies and Central America
Compiled and drawn in the
Cartographic Divison of the
National Geographic Soceity
Melvin M. Payne, President for the
National Geographic Magazine
Oblique Mercator Projection
Scale: 1: 4,815,360 or 76 miles to the inch

National Geographic Society
Washington
Jan. 1970

Call No. 912.729 NAT
Acc. No. 2026

Other Information

1. Single colour map in 67 x 97 cm folded to 15 x 22 cm.
2. Map shows location of important historical events.
3. Supplement to National Geographic Magazine Vol. 107, No. 1 Jan. 1970
4. Map includes 38 in sets.

ATLAS

Title

Cosmopolitan World Atlas
In 3 Volumes
Scale 1: 200,000
Size of each map is 28 x 37 cm.
Published by
Rand McNally Publications
U.S.A.

Call No. 911 N82

Acc. No. 32330

Pages: 128 with some coloured maps.

GLOBE

Title

Columbus Huq Globe
Electrically illuminated
The globe is political but when lighted becomes physical
Mounted on a metal stand of 20 cm in diameter and kept in a box of
30 x 25 x 25 cm.

Manufactured by
German Relief Model Company
West Germany

Call No. 912.1320

GER

Acc. No. 1226

2.5 References

1. Anglo American Cataloguing Rules, 2nd Ed. 1988 (Rev.)
2. Rout, R.K. and Choudhury, B.K., Cataloguing of Non Book Materials: A Practical Manual (AACR-2-1988) (Rev.), New Delhi; Reliance Publishing House 1997.
3. Hunter, Eric J - Examples illustrating AACR-2-1988 Revision. London; Library Association, 1989.

SOUND RECORDING

Structure

- 3.0 Objectives
- 3.1 Introduction
- 3.2 Rules for description in Entry
- 3.3 Title Transcriptions solved
- 3.4 References

3.0 Objectives

The present lesson aims :

1. To acquaint with non-book material in the form of sound recording, such as discs, tapes etc.
2. To Catalogue Sound Recording Material as per AACR-2.

3.1 Introduction

In lesson No. 2 we have discussed cataloguing of Cartographic Materials. In this lesson we shall discuss Cataloguing of Sound Recording, which is another form of non-book Materials.

AACR-2R deals with Sound Recordings in Chapter-6. Let us go through the rules before Cataloguing the actual Sound Recording Materials for under standing. Rules regarding different areas of the Entry in AACR-2R are being reproduced here followed by solved example.

The term Sound Recording is used to describe all media i.e. discs, tapes (open reel-to-reel, cartridges cassettes) Piano rolls and sound recordings on film. The use of appropriate specifications in the physical description (Rule 6.5) and special notes are furnished a sufficiently detailed description for such items.

3.2 Rules for description in Entry

Area for Sound Recording are as follows:

- Sources of Information
- Title and Statement of Responsibility Area
- Edition Area
- Material (or Type of Publication) Specific Detail Area
- Publication, Distribution, etc. Area
- Physical Description Area
- Series Area
- Note Area
- Standard Number and Terms of Availability Area

*** *Rules 6.0 B Sources of Information***

6.0B1 Chief sources of Information: The chief source of information for each major

* Students should not that Rule 6.0 B and its sub parts have been taken from AACR-2R, Chapter 6.

type of sound recording is given below:

S.No.	Type (if media)	Chief Source
1.	Disc	Disc and Label
2.	Tape (open reel to reel)	Reel and Label
3.	Tape Cassette	Cassette and Label
4.	Tape Cartridge	Cartridge and Label
5.	Roll	Label
6.	Sound recording on film.	Label

If there are two or more chief sources of information as defined above (e.g. two Labels on a disc) treat these as a single chief source.

Treat accompanying textual material or a container as the chief source of information if it furnishes a collective title and the parts themselves and their labels do not. In this case make a note indicating the source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

- Accompanying textual material
- Container (e.g. sleeve, box)
- Other sources.

Prefer textual data to sound data. For example, if a sound disc has a label and also information presented in sound form on the disc, prefer the label information.

6.0B2 Prescribed Sources of Information - The prescribed sources of information for each area of the description of sound recording is set below. Enclose information taken from outside the prescribed sources in square brackets.

S.No.	Description Area	Prescribed Sources of Information
1.	Title and statement of responsibility	Chief Source of Information
2.	Edition accompanying	Chief Source of Information, textual material, container.
3.	Publication, Distribution, etc.	[Same as edition area]
4.	Physical Description	Any source
5.	Series	[Same as edition area]
6.	Note	Any source
7.	Standard number and terms of availability	Any source

Rule 6.1 Title and Statement of Responsibility Area

6.1B Title proper

6.1.B1 Record the title proper (as found in the sound) For data to be included in title proper for musical item, refer rule 5.1B.

- e.g.
1. Music from Fiddler on the roof.
 2. The Beatles

3. The little match girl and other tales
4. Living and dying in $\frac{3}{4}$ times.

If the title proper is not taken from the Chief Sources of Information or if it is taken from a container that is a unifying element, give the source of the title in a note.

6.1C Optional addition. General Material Designation [GMD]

6.1.C1 Give immediately following the title proper the appropriate general material designation. It means, in the case of sound recording, the term (Sound recording) is to be added along with the title.

- e.g. Saturday night fiddler [sound recording]
Music for flute and tape [sound recording]

6.1D Parallel Title

6.1D to 6.1E1 refer to the parallel titles and other title information which can be rendered like monographs.

- e.g. 1. Prometheus bound [sound recording]: a play for radio/Robert Lowell
2. Valedictory [sound recording]: for computer and soprano.

6.1F Statement of responsibility

Transcribe statements of responsibility relating to writers of spoken works, composers of performed music and collectors of field material for sound recordings (as instructed in 1.1F). If the participation of the persons(s) or bodies named in the statement found in the chief source of information goes beyond that of performance, execution or interpretation of a work (as is commonly the case with "popular" rock and jazz music) give such a statement as a statement of responsibility. If, however, the participation is confined to performance, execution or interpretation (as is commonly the case with "serious" or classical music and recorded speech) give the statement in the note area. (see 6.7b6)

- e.g. 1. Prometheus bound [sound recording] : a play for radio/by Robert Lowell

2. Melville [sound recording]/written and narrated by Thomas S. Klise

Provided in the Note: "Dramatically presented by Harry Madden and Manu Tupon" - Accompanying leaflet.

6.1.F2 If the members of a group, ensemble company etc. are named in the chief source of information as well as the name of the group, etc. give them in the note area. If they are considered important. Otherwise omit them.

- e.g. Quarter in F major [sound recording]/by Ravel

In Note: Budapest String Quartet J. Roisman

6.1F3 Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

- e.g. Born to run [sound recording]/[written and performed by] Bruce Springsteen

6.1G Item without a collective title

6.1G1 If a sound recording lacks a collection either describe the item as a unit make a separate description for each separately titled work.

6.1G2 In describing as a unit a sound recording lacking a collective title, transcribe the titles of the individual works as given:

- e.g. Rhapsody in blue: an American in Paris [sound recording]/Gershwin.

6.1G4 Optionally, make a separate description for each separately titled work on a sound recording. For the statement of the extent of each of these descriptions (see 6.5B3). Link the separate descriptions with notes.

Rule 6.2 Edition Area

6.2B Edition Statement

6.2 B1 Transcribe a statement relating to an edition of a sound recording that contains differences from other editions or to a named reissue of a recording instructed in 1.2B.

Rule 6.3 Material (Or Type of Publications) Specific Details Area

6.3A This area is not used for sound recordings.

Rule 6.4 Publication, Distribution etc. Area

6.4C Place of publication, distribution etc.

6.4C1 Give the place of publication, distribution of a published sound recording as instructed in 1.4C.

6.4D Name of publisher, distributor etc.

6.4D1 Give the name of the publisher, etc. and optionally the distributor instructed in 1.4D

e.g. New York: RCA Victor

London: Gandalf Records: Distributed by Middle Earth Co.

6.4D2 If a sound recording bears both the name of the publishing company and the name of a subdivision of that company or a trade name or brand name used by that company, give the name of the subdivision or the trade name or brand name as the name of the publisher.

e.g. (Source of information reads: Decca Record Company. Ace of Diamonds)

[London] : Ace of Diamonds.

6.4D3 If however, a trade name appears to be the name of a series rather than of a publishing subdivision, give it as a series title. In case of doubt, treat the name as a series title.

e.g. Source of information reads: Disney Story teller. Walt Disney Productions.

London: Walt Disney Productions. (Disney storyteller)

6.4D4 Do not give the name of a publishers, distributor, etc. for a non processed sound recording. Do not record s.n. in such case.

6.4F Date of publication, distribution, etc.

6.4F1 Give the date of publication, distribution etc. of a published sound recording as instructed in 1.4 F

e.g. Chicago: Mercury, 1973

New York: Polydor, 1979

6.4F2 If the date of recording appears on a published sound recording, give it in a note

e.g. [New York]: Music Guild, 1971

Note:

Recorded in 1961

6.4F3 Give the date of recording of a non processed sound recording.

6.4G Place of manufacture, name of manufacture, date of manufacture

6.4G1 If the name of the publisher is unknown and the place and the name of the manufacturer are found in the item, give that place and name as instructed in 1:4 G.

e.g. [S.1: s.n.], 1970 (London : High Fidelity Sound Studios)

Rule 6.5 Physical Description Area

6.5B Extent of item (including specific material designation)

6.5 B1 Record the number of physical units of a sound recording by giving the number of parts in arabic numerals and one of the following terms as appropriate:

- Sound cartridge
- Sound cassette
- Sound disc
- Sound tape reel
- Sound track film

1. Sound cartridge
2. Sound cassette

Add reel, cassette, etc. as appropriate, to sound track film

e.g.

1. Sound track film reel

Use [name of instrument] roll as appropriate for roll.

e.g.

2. Piano rolls

6.5B2 Give the playing time of a sound recording as instructed in 1.5B4

e.g.

- 1 sound disc (50min.)
- 1 sound tape reel (ca. 90min.)
- 1 sound cassette (40min. each)

6.5B3 If the description is of a separately titled part of a sound recording lacking a collective title, express the fractional extent in the form on side 3 of sound disc, on reel 3 of 4 sound tape reels, etc. Add the duration of the part to such a statement.

e.g. On 1 side of 1 sound disc (13 min.)
On cassette 3-4 of 4 sound cassette (67 min.)
On 1 side of 2 sound disc (ca. 25 min.)

6.5 C Other physical details

6.5C1 Give the following details, as appropriate, in the order set out here.

- type of recording
- playing speed
- groove characteristic (analog disc)
- track configuration (sound track films)
- number of tracks (tapes)
- number of sound channels
- recording and reproduction characteristics

6.5 C2 Type of recording. Give for a disc or tape, the type of recording (i.e.) the way in which the sound is encoded on the item.

- 1 sound disc (45min.): analog
- 1 sound disc (56min.): digital
- 1 sound cassette (90 min.): analog

6.5 C3 Playing speed. Give the playing speed of an analog disc in revolution per minute (rpm).

e.g. 1 sound disc (45 min.) : analog, 3½ rpm

Give the playing speed of a digital disc in metres per second (mps)

Give the playing speed of an analog tape in inch per second (ips)

e.g. 1 sound tape reel (16min.): analog 7½ ips

Give the playing speed of a sound track film in frames per second (fps)

e.g. 1 sound track film reel (10min.): magnetic, 24 fps

6.5 C4 Groove Characteristic. Give the groove characteristic of an analog disc if it is not standard for the type of disc.

e.g. 1 sound disc (7 min.) : analog 78 rpm, micro groove

6.5 C5 Track configuration. For sound track film, give the track configuration (e.g. entre track, edge track)

e.g. 1 sound track film reel (10min.) : magnetic, 25 fps, centre track

6.5 C7 Number of sound channels. Give the number sound channels, if the information is readily available, using one or more of the following terms as appropriate:

mono

stereo

quad.

e.g. 1 sound disc (56 min.) : digital, stereo

1 sound tape reel (ca. 60 min.): analog, 7½, 2 track, mono.

6.5 D Dimensions

6.5D1 Give the dimensions of a sound recording as set out in the following rules. If the sound recordings in a multi part item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

6.5 D2 Sound disc-Give the diameter of a disc in inches

e.g. 1 sound disc (20 min.): analog, 33½ rpm, stereo; 12 in.

1 sound disc (56 min.): digital, stereo; 4½in.

5 sound discs: analog, 33½ rpm, stereo; 10-12in.

6.5D3 Sound track films-Give the gauge (width) of a film in millimeters.

e.g. 1 sound track film reel (10 min.): magnetic, 25fps, centre.

6.5D4 Sound Cartridges-Give the dimensions of a cartridge in inches if other than the standard dimensions 5¼ x 3 7/8 in.). Give the width of the tape in fractions of an inch if other than the standard width ¼in.

6.5D5 Sound Cassette-Give the dimensions of a cassette if other than the standard dimensions (e.g. the standard dimensions of an analog cassette are 3 7/8 x 2¼in. Give the width of a tape if other than the standard width (e.g. the standard width of an analog tape is 1/8in.)

e.g. 1 sound cassette (85 min.) : analog, mono; 7¼ x 3½ in., ¼ in tape.

6.5D6 Sound tape reels-Give the diameter of a reel in inches. Give the width of a tape in fractions of an inch if other than the standard width (¼in.)

e.g. 1 sound tape reel (60 min.): analog, 7½, 2 track, mono; stereo.: 5-7 in., 1/2 in. tape

3 sound tape reels (ca. 60min. each): analog 7½ ips, 4 tracks, stereo.

: 5-7in. ½ in. tape

6.5D7 Rolls. Do not give any dimensions.

6.5E Accompanying Materials

6.5E1 Give the details of accompanying materials as instructed in 1.5 E

e.g. 1 sound disc (50 min.) : analog, 33 1/3 rpm, stereo. : 12 in. + 1 pamphlet (11P. : col., III. : 32 cm.)

Rule 6.6 Series Area

6.6B1 Record each series statement as instructed in 1.6

- e.g. (Historic instruments at the Victoria and Albert Museum ; 2)
(Disney Story teller)
(Audio- Cassette Library for professional Librarians ; 1-510)

Rule 6.7 Note Area

Nature or artistic form and medium of performance. Make notes on the form of a Literary Work or type of musical or other work unless it is apparent from the rest of the description.

- e.g. Play for child actors

Opera in two acts.

6.7B2 Language-Give the language(s) of the spoken or sung content of a recording unless this is apparent from the rest of the description

- e.g. Sung in French

6.7B3 Source of title proper-Make notes on the source of the title proper if it is other than the chief source or information or if it is a container or accompanying textual material

- e.g. Title from container

Title from publisher's catalogue

6.7B4 Variations in title-Make notes on titles borne by the item other than title proper. Optionally, give romanization of the proper title.

- e.g. Title on container : the four seasons.

6.7B17 Summary-Give a brief objective summary of the content of a sound recording (other than one that consists entirely or predominately of music). Unless another part of the description provides enough information.

- e.g. Summary: A brief historical account up to the introduction of wave mechanics.

6.7B18 Contents-List the titles of individual works contained on the sound recording. Add to each title statements of responsibility not included in the title and statement or responsibility area and the duration of the piece.

- e.g. Contents: The golden age of rock'n rol-Born late 58-Trudi's song.
Pearl'n Roy-Roll away the stone-Marionette-Alice-Crash Street kids.

Through the looking glass.

Contents: The fourth millenium/Henry Brant (9 min.)-Music for bras quinter (14min.)

Make noes on additional or partial contents when appropriate.

- e.g. With musical exrracts from the works of the composer.

6.7B19 Publisher's number - Give the publisher's stock number (usually an alphabetic and / or numeric symbol) as found on the itme. Proceed each number by the brand or trade name associated with it on the label or container and a colon.

- e.g. Tamla Motown: STMA 8007

Island : ILPS 9281

6.7 B20 Copy being described, Library's holdings, and restrictions on use. Make these notes as instructed in 1.7. B 20.

- e.g. Library's copy scratched but playable.

Rule 6.8 Standard Number And Terms of Availaibility Area

6.8B Standard Number

6.8B1 Give the International Standard Book Number (ISBN) or International

Standard Serial Number (ISSN) assigned to an item.

6.8B2 Give any other number in a note

6.8D1 Give the terms on which the item is available as instructed in 1.8D
e.g. \$14.00

Free to members of the Association

Choice of Access Points. Main entry for sound recording is based on the same principles of authorship governing.

21.23A One work

21.23A1 Enter a sound recording of one work (text, music etc.) under the heading appropriate to that work. Make added entries under the headings for the principal performers (e.g. singers, readers, orchestras). If there are more than three principal performers, make an added entry under the one named first.

e.g. How many miles to Babylon? Author Uttley (Read by David Davis)

In this case, Main Entry under the heading for Uttley and added entry under the heading for Davis.

21.23B Two or more works by the same person.

21.23B1 Enter a sound recording of two or more works by the same person or body under the heading appropriate to those work. Make added entries under the headings for the principal performers unless there are more than three. If there are more than three performers, make an added entry under the named first.

e.g. Any day now: sons of Bob Dylan (Sung by Joan Baez)

Main entry under the heading for Dylan

Added entry under the heading for Baez.

21.23C Works by different persons or bodies. Collective title

21.23C1 If a sound recording containing works by different persons or bodies has a collective title, enter it under the heading for the person or body represented as principal performer.

e.g. All that Jazz

(Various pieces by several composers/reformed by Fats Waller)

Main entry under the heading for Waller.

If there are two or more persons or bodies represented as principal performers, enter under the heading for the first named and make added entries under the headings for the others.

e.g. Dancer with bruised of knees/Kate & Anna McGarrigle (Songs by the McGarrigle sisters and others performed by them)

Main entry under the heading for K McGarrigle

Added entry under the heading for A. McGarrigle.

If there are four or more persons or bodies represented as principal performers as if there is no principal performer, enter under title.

e.g. Music of nineteenth century England

(Several musical pieces performed by various persons and bodies.

Main entry under title."

3.3 Title Transcriptions Solved

Title-1

The Little Match Girl And Other Tales

[Sound Recording]

By

Hans Christian Anderson
Translated from French

By

Reginald Spink

Read by Boris Karloff

Warner, Distributed by Virgin records

London, 1986

Other Information:

1. Disc (30 min.)
2. R.P.M. 32
3. Micro groove stereo : 12 inch.

Note:

The Classical Collection No. 21

Acc. No. 901

Class No. 398.21 M6

Main Entry

398.21 M6	Anderson, Hans Christian
901	<p>The Little match girl and other tales [sound recording]/ by Hans Christian; translated from French by Reginald Spink; read by Boris Karloff. — London : Warner; distributed by Virgin Records, 1986. 1 disc (30 min.) : 32 rpm. Microgroove Stereo, ; 12 in. - (The Classical Collection; no. 21)</p> <p>1. Literature -English 1 Spink, Reginald. II. Title III. Series.</p>

Subject Added Entry

398.21 M6	LITERATURE-ENGLISH Anderson, Hans Christain
901	As in the Main Entry

398.21 M6	Anderson, Hans Christain	Spink, Reginald
901		As in the Main Entry

Title Added Entry

398.21 M6	Anderson, Hans Christain	The Little match girl and other tales [sound recording]
901		As in the Main Entry

Series Added Entry

398.21 M6	Anderson, Hans Christain	The Classical Collection; no. 21
901		As in the Main Entry

Title -2

The Waste Land and Other Poems
 T.S. Elliot
 Long Playing record is 33 1/3 rpm
 The record will play for 48 minutes
 Prepared
 By
 Caldimon Records, INC
 New York
 C 1971

Note:

Some of the other important poems recorder are:

1. The hollow man (4 minutes)
2. Journey of the magi from the Ariel Poems (2 minutes)
3. Whispers of immortality (2 minutes)

Other Information:

Diameter of the disc-12 inches
 Class No. 821.91 L1
 Acc. No. 3333

Main Entry

821.91 L1	Elliot, T.S	
3333	Ariel	The Wasteland and other poems [sound recording]/read by T.S. Elliot. — New York: Caldimon Records, C 1971 1 sound disc (48min.) : 33 1/3 rpm. ; 12 in. Contents: The hollow man (4 min.) -Journey of the magi from the Ariel Poems (2 min.) -Whispers of immortality (2 min.) 1 Title

Title Added Entry

821.91 L1	Elliot, T.S	The wasteland and other poems [sound recording]
3333		As in the Main Entry

Title-3

Side 1

Saturday Night Fielder
Arthur Fielder and the
Boston Pops,
MIR-MSI-001
STEREO
33 1/3 rpm. Side One
Saturday night fever Medley 18 min
Produced and arranged
By
John Davis
Midsong International Records
N.y.
Recorded June, 1979

Side -2

Saturday Night Fielder
Arthur Fielder and
Boston Pops.
MIR-- MSI-001

STEREO
33 1/3 rpm. Side Two
Bachmania 12 min
Produced and arranged
By
J.S. Bach
Midsong International Records
N.Y.
Recorded June, 1979

Note:

1. It is a sound disc playing for 30 minutes
2. Diameter is 12 inches
3. Stereo

Call No. 784.5 N79

Acc. No. D78

Main Entry

784.5 N 79		Saturday night fielder [sound recording] : Arthur Fiedler And the Boston
D 78	John	Pops.- New York : Mid song International Records, 1979. 1 sound disc (30 min.) : 33 1/3 rpm., Stereo; 12 in. Side 1: Saturday night fever medley/produced and arranged by Davis (18 min.) Side 2: Bachmania/produced and arranged by J.S. Bach (12 min.) 1 Music-Popular (songs etc.) I. Davis, John II. Bach, J.S

Subject Added Entry

784.5 N 79		MUSIC-POPULAR (Songs etc.) Saturday night fielder [Sound Recording]
D 78		As in the Main Entry

Added Entry for Arranger and Work

784.5 N 79		Devis, John Saturday night fieder [Sound Recording]
D 78		As in the Main Entry

784.5 N 79	Saturday night fieder	Saturday night fieder fever Medley [Sound Recording]
D 78		As in the Main Entry

Added Entry for Arranger and Work

784.5 N 79	Saturday night fieder	Bach, J.S Saturday night fieder [Sound Recording]
D 78		As in the Main Entry

Title (Side-2) Added Entry

784.5 N 79	Saturday night fieder	Bachmania Saturday night fieder [Sound Recording]
D 78		As in the Main Entry

Title -4

Non-Violence and Freedom
Speeches

By
Mahatma Gandhi

Edited

By
C. Joshi and R. Palekar

Bombay

Philips

1939

Note:

1. It is a sound disc of about 35 minutes duration with a 33 1/3 rpm.
2. Diameter 12 inches
3. Narration by R. Goyal
4. Philips SPL 78

Call No. 082

Ac. No. 55

Main Entry

082 G9	Gandhi, Mahatma	
55		<p>Non-violence and freedom [sound recording] : speeches/by Mahatma Gandhi; edited by C. Joshi and R. Palekar.- Bombay: Philips, 1939.</p> <p>1 sound disc (Ca. 35 min.) : 33 1/3 rpm; 12 in. Narration by R. Goyal Philops SPL 78</p> <p>1. Nonviolence I. Title II. Joshi, C III Palekar, R. IV. Goyal, R.</p>

Subject Added Entry

082 G9	Gandhi, Mahatma	NON-VIOLENCE
55		As in the Main Entry

082 G9		Non-Violence and freedom [sound recording] Gandhi, Mahatma
55		As in the Main Entry

Editor Added Entry

082 G9		Joshi, C. Gandhi, Mahatma
55		As in the Main Entry

Editor Added Entry

082 G9		Palekar, R. Gandhi, Mahatma
55		As in the Main Entry

Narrator Added Entry

082 G9		Goyal, R. Gandhi, Mahatma
55		As in the Main Entry

3.4 References

1. Anglo American Cataloguing Rules, 2nd ed. 1988 (Rev.)
2. Rout, R.K. and Choudhury, B.K. Cataloguing of Non Book Materials: A Practical Manual (AACR-2-1988) (Rev.), New Delhi; Reliance Publishing House 1997.
3. Hunter, Eric J. Examples illustrating AACR-2-1988 Russian - London: LA, 1989.

MOTION PICTURE AND VIDEO RECORDING

Structure

- 4.0 Objectives
- 4.1 Introduction
- 4.2 Rules for Description in Entry
- 4.3 Title Transcriptions Solved
- 4.4 Exercises for practice
- 4.5 References

4.0 Objectives

The present lesson aims :

1. To acquaint with non-book material in various forms of Motion Pictures and Video Recordings.
2. To Catalogue Motion Pictures and Video Recordings according to AACR-2.

4.1 Introduction

This lesson exclusively deals with Motion Pictures and Sound Recordings.

AACR-2R Glossary defines it as "A length of film with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in succession." (P. 620)

It covers the description of motion pictures and video recording of all kinds, including complete films and programmes, compilations, trailers, newscasts and news films, stock shots and unedited materials. For sound track films not accompanied by visual material (refer sound recording)

Chapter-7 of AACR-2 exclusively deals in Motion Pictures and Video Recording. Details of rules are quoted to familiarise students for better Cataloguing of Motion Pictures and Sound Recording. Rules regarding different areas of the entry in AACR-2R are reproduced here followed by few solved examples.

4.2 Rules for description in Entry

Rule 7.0B Chapter 7 of AACR-2R provides for prescribed sources of information for different areas of catalogue entry. Areas for Entry of Motion Picture and Video Recording are as follows:-

- Title and Statement of Responsibility Area
- Edition Area
- Material Specific Data Area
- Publication, Distribution, etc. Area
- Physical Description Area
- Series Area
- Note Area
- Standard Terms and Availability Area

Sources of Information

Chief source of Information: The chief source of information as per rule 7.0B1 for motion pictures and video recordings is:

- a) The item self (e.g. the title frame)
- b) Its container (and its label) if the container is an integral part of the piece (e.g. a cassette)

If the information is not available from the chief source, take it from the following sources (in this order of preference):

accompanying textual material (e.g. scripts, shot lists, publicity material)
Container (if not an integral part of the piece other sources).

Rule 7.1 Title and Statement of Responsibility Area

7.1B Title Proper

7.1B1 Transcribe the title proper as instructed 1.1B

e.g. Jules et jim

How to steal a diamond in four uneasy lessons.

If the title proper is not taken from the chief source of information, give the source of the title in a note.

7.1E2 If the item is a trailer containing extracts from a larger film add [trailer] as other title information

e.g. Annie Hall [GMD] : [trailer]

7.1F Statement of Responsibility

7.1F1 Transcribe statement of responsibility relating to those persons or bodies credited in the chief source of information with participation in the production of a film (e.g. as producer, director, animator) that are considered of the major importance. Give all other statement of responsibility (including those relating to performance) in notes.

e.g. Flowering and fruiting of Papaya [GMD]/department of Botany, Iowa State University.

Classroom control [GMD]/University of London Andio Visual Centre.; produced, directed and edited by N.C. Collins.

7.1F2 Add a word or short phrase to the statement of responsibility if the relationship between the title and perosn(s) or body (bodies) named in the statement is not clear.

e.g. Skater dater [GMD]/produced by Marchal Backlar

7.1G2 In describing as a unit a motion picture or video recording lacking a collective title, transcribe the title of the individual parts as instructed in 1.1G3.

e.g. Infancy; childhood [GMD]/[Written by] J. Thornton Wilder.

7.2 Edition Area

7.2B Edition Statement

7.2B1 Transcribe a statement relating to an edition if a motion picture or video recording that contains differences from other editions of that film, etc or to a named reissue of that film etc as instructed in 1.2B

e.g. 2nd ed.

Re-edited version

7.2C Statement of responsibility relating to the edition

7.2C1 Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a motion picture or video recording.

Rule 7.3 Material (or Type or Publication) Specific Data Area

7.3A This area is not used for motion pictures and video recordings

7.4 Publication, Distribution etc, Area:

7.4C Place of publication, distribution etc.

7.4C1 Give the place of publication, distribution etc. of a published item

7.4C2 Do not record a place of publication, distribution etc. of an unpublished item. Do not record s.l. in such a case.

7.4D Name of Publishers, Distributor, etc.

7.4D1 Give the name of the publisher etc. and optionally the distributor.

7.4D2 Do not record the name of publisher, distributor etc. for an unpublished item. Do not record s.n. in such a case.

7.4F Date of Publication, Distribution etc.

7.4F1 Give the date of publication, distribution, release, etc. of a published item.

7.4F2 Give the date of original production differing from the date of publication, distribution etc. if a Published item in the note area.

e.g. Santa Moica [Calif.] : Pyaramid Films [distributor] 1971

Note: made in 1934

7.4G Place of manufacture, name of manufacture, date of manufacture.

7.4G1 If the name of the publisher is unknown and the place and name of the manufacturer are found in the item, give that place and name as:

[s.l. : s.n.], 1970 (London: High Fidelity Sound Studios)

Rule 7.5 Physical Description Area

7.5B Extent of item (including specific material designation)

7.5B1 The number of physical unit of a motion picture or video recording can be mentioned as :

1. Film Cassette

2. Film reels

3. Videodiscs

7.5B2 Add playing time in minutes if it is not less than 5 minutes

e.g.

21 film reels (166 min.)

If it is less than 5 minutes, then

1 film loop (4 min., 30 sec.)

7.5C Other physical details

7.5C2 Aspect ratio and special projection characteristics

e.g.

a film reel (128 min.) ; Multi projector

7.5C3 Sound characteristics

Give sd. (sound) or si (silent) to indicate the presence or absence of a sound track.

e.g.

1 video reel (15 min.) : sd.

7.5C4 Colour - Give col. Or b & w to indicate whether an item is in colour or black and white.

- e.g. 1 film reel (10 min) : sd., col.
1 film reel (30 min) : sd., col. With b&w sequence.
- 7.5C5 Projection speed - Give the projection speed of a film in frames per second (fps), if this information is considered important.
e.g. 1 film reel (1 min. 17 sec.) : sd., col., 25 fps.
- 7.5D Dimentions
- 7.5 D2 Give the gauge (width) of a motion picture in millimeters. If 8 mm., state whether single, standard, super or maurer.
e.g. 1 film reel (12 min.) : sd., b&w: 16mm.
1 film cassette (21 min.) ; sd., col. ; standard 8 mm.
- 7.5 D3 Give the gauge (width) of a video tape in inches or millimeters.
e.g. 1 video reel (30 min.) : sd., b&w; ½ in.
- 7.5 D4 Give the diameter of a video disc in inch.
e.g. 1 video disc (ca. 20 min.) : sd. b&w; 8 in.
1 video disc (38 min.) : sd., col.; 12 in
- 7.5E Accompanying Material
- 7.5 E1 Give the details of accompanying material as:
- 1 film cassette (21 min.): sd., col. standard 8 mm. + 1 teacher;s guide.
Or
1 film cassete (21 min.): sd., col.; standards 8 mm. +1v. (28p. ; ill : 22cm.)
- Rule 7.6 Series Area**
- 7.6 B Series statement
- 7.6 B1 Record each series statment
e.g. (Visual media from the American Folk life Centre; no.1)
- Rule 7.7 Note Area**
- 7.7B Notes
- 7.7B1 Nature or form-Make notes on the nature or form of a motion picture or video recording.
e.g. Documentary
TV play
- 7.7B2 Language ---- Give the language(s) of the spoken, sung or written content of a motion picture or video recording.
e.g. In French
Dubbed into English
- 7.7B3 Source of title proper----- Make notes on the source of the title proper if it is other than the chief source of information.
e.g. Title from script
- 7.7B4 Variations in title-Make notes on the source of the title borne by the item other than the title proper.
e.g. Title on container: Papaya and guava
Title in English on title frame : 400 blows
- 7.7B6 Statment of responsibility
Cast:List featured players, performers etc.
Cast:Sanjay Kumar
Presenter: Jack Smith

Credits-List persons (other than the cast) who have contributed to the artistic and/or technical production of a motion picture or video recording and who are not named in the statement of responsibility (see 7.1F). Do not include the names of assistants, associates etc. or any other persons making only a minor contribution.

e.g. Credits: Screen, Harold Pinter ; music, John Dank worth; camera, Garry Fisher; editor, Reginald Beck

Credits: Script, John Taylor, calligraphy and design, Alan Haigh; commentator, Derek G. Holroujde.

7.7B7 Edition and history-Make notes relating to the edition being described or to the hisotry of the motion picture or video recording.

e.g. Shorter version of the 1969 motion picture of the same name.

Based on the novel by Nicolas Mosley

7.7B9 Publication, distribution etc. and data. --- Make notes on publication, distribution, etc. details that are not included in the publication, distribution etc. area and are considered to be imporatant.

e.g. Distributed in the U.S. by Stamford, Conn. Educational Dimensions

Give the country of original release if it is not stated elsewhere in the description

e.g. First released in Yugoslavia

7.7B10 Physical description---- Make notes on the physical description when appropriate and if this level of detail is desired. Such as-Sound characteristics, Length of film or tape, colour, form of print, video recording system, special projection requirement, use or storage of motion picture or video recording.

e.g. Magnetic sound track

Dolby stereo

Film: 14,139 ft.

Technicolour

Fine grain duplicating positive

Laser optical CAV

Three - dimensional film

One side CAV

7.7B13 Dissertations ----- If the itme being described is a dissertation, make note. Thesis (Ph.D) - University of Maryland, 1967.

7.7B14 Audience-Make a brief note if the intended audience for or intellectual level of an item if this information is stated in the item, its container or accompanying textual material.

e.g. Intended audience: Elementary grades

7.7B16 Other formats-Give the details of other formats in which the content of the item has bee issued.

e.g. Issued also as cassette (VHS or Soney U Matic)

7.7B17 Summary-Give a brief objective summary of the content of an item unless another part of the description provides enough information.

e.g. Summary: Presents several brief Sketches showing communication problems in a family, in a business and in school in order to analyze and correct failures in interpersonal relations.

7.7B18 Contents-list the titles of individual works contained in or the parts

of a motion picture or video recording. Add to each title any statements of responsibility not included in the title and statement of responsibility area and the duration if known

e.g.

Contents: Pt. 1. The cause of liberty (24 min.)-Pt.2. The impossible war (25 min.)

Rule 7.8 Standard Number and Terms of Availability Area:

7.8B Standard Number

7.8B1 Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to an item.

e.g. ISBN 0-552-67587-3 (V.1)

ISSN 0002-9769

Choice of Access Points:

Since no. specific rules are provided in AACR-2R for motion picture and video recordings for the preparation of Main Entry, the same rules which determines the authorship of library materials are also applicable here. Further numerous performers and groups are responsible for the creation of artistic or intellectual content of a motion picture or video recording.

So because of this diffused authorship, main entry in case of majority of motion pictures will continue to be under 'title' according to rule 21.1C1 and 21.6C2.

Rule 21.1A1A personal author is the person chiefly responsible for the creation of the intellectual or artistic content of a work In addition, in certain cases performers are the authors of sound recordings, films and video recordings.

Some times a film may be sponsored by Society, Institution or other corporate bodies. If the film is of administrative nature dealing with the corporate body itself, the main entry will be prepared under the name of the "sponsoring body" according to Rule 21.1B2(a)

However, a number of persons involved in the production of a film, entry under the name of 'Adapter' or 'Reviser' is not possible. In this case the main entry will be prepared under the 'Title'.

4.2.1 Entry Elements:

Title proper (GMD) up to publication etc. area (same as sound recording)

Extent of item:

Other physical detail + accompanying material.- (Series area)

Note area

Standard Number

Terms of availability

Tracing

4.3 Title Transcription Solved

MOTION PICTURE

Title-1

There is something about a story

Produced and distributed for

The Dayton and Montgomery

County Public Library

By

Connecticut films

Westport, Connecticut

The film was financed by LSCA

Grant from

The State Library of Ohio

Note:

1. It is one film coloured reel of 37 minutes duration
2. The width of the film is 16 mm.
3. The film highlights the importance of the story telling to children of 6 to 12 years of age.

Further explains means of finding the stories and their way of preparation and presentation:

Class No. 372.21TDM

Acc. No. 211287

Main Entry

372.21 TDM	There	is something about a story [motion picture]/produced and distributed by Connecticut films. ---- Connecticut. Connecticut films, [?]
211287	Public Library.	1 film reel (37 min.) : sd., col., 16 mm. Produced and distributed for the Dayton and Montgomery County Public Library. Film financed by LSCA grant from State Library, Ohio. Summary: Highlights the importance of story telling to children, of 6 to 12 yrs. of age. Also explains means of finding the stories and their way of preparation And presentation. 1. Teaching technique-story methods 2. Story Method-Preschool child 3. Preschool child 4. Education I. Connecticut films

Subject Added Entry

372.21 TDM	There	TEACHING TECHNIQUE-STORY METHOD is something about a story [motion picture]...
211287		As in the Main Entry

372.21 TDM	There	STORY METHOD-PRESCHOOL CHILD is something about a story [motion picture]...
211287		As in the Main Entry

Subject Added Entry

372.21 TDM	There	PRESCHOOL CHILD is something about a story [motion picture]...
211287		As in the Main Entry

Subject Added Entry

372.21 TDM	There	EDUCATION is something about a story (motion picture)...
211287		As in the Main Entry

372.21 TDM	There	Connecticut films. is something about a story (motion picture)...
211287		As in the Main Entry

Title-2

The three dimensional technicolour documentary film entitled "The Atlantic Tragedy" was produced by the U.S. Dept. of Navy, Washington in 1980. The film was photographed, edited and sound recorded by John Wright Studio, New York in 1986 and was released for public show by U.S. Office of Education in 1987.

Physical Description: with sound
 Screen Time: 60 minutes for 3 reels
 Width of film: 35 mm
 Total length of the film: 9,819 ft.

The film is black and white with coloured sequences and belongs to the series entitled "The American Thriller" no. V. Another version, 16 mm was issued in only black and white without any change in content of the film. Besides in English, version in French and German were issued.

Credit comprises as follow :

Director: Allan Davidson
 Film Editor: Fred C. Trueman
 Producer: Ban Johnson
 Photography: Robin Goldner
 Screen play: Raymond Smith
 Technical Advisor: Judo Hopins

Summary: Demonstrates how a ship of American Navy was drowned and destroyed in the Atlantic owing to the effect of a fire on board.

Main Entry

Class No. Book No.		The Atlantic tragedy [motion picture]/produced by U.S. Dept of Navy.-
Acc No.		<p>Producer, Ben Johnson; director, Allen Davidson.-New York: U.S. Office of Education, 1987. 3 film reels (60 min.) : sd. col. With b&w sequences, 35 mm.-The American Thriller; no. V) Documentary Other versions issued: French and German Credits: Editor, Fred C. Truman; Screenplay, Raymond Smith, Photography, Robin Goldner; Technical Advisor, Judo Hopkins; Photography, edited and sound recorded by John Wright Studeio, New York, 1983. Film : 9,819 ft. Technicolour Three -dimensional film Intended audience: General Public Another version on 16 mm was on b&w without any change in the content. Summery: Demonstrates how a ship of American Navy was drowned and destroyed in the Atlantic owing to the effect of a fire on board. I. U.S. Deptt. of Navy II. U.S. Office of Education III. Johnson, Ben IV. Devidson Allen V. Series.</p>

Note: Crosses (XX) represent area for call number and a session number etc. as the same are not provided in the details.

Added Entry for U.S. Department of Navy

Class No. Book No.		U.S. Deptt. of Navy The Atlantic tragedy (motion picture)
		As in the Main Entry

Added Entry for U.S. Office of Education

Class No. Book No.		U.S. Office of Education The Atlantic tragedy (motion picture)
		As in the Main Entry

Added Entry for Producer

Class No. Book No.		Johnson, Ben The Atlantic tragedy (motion picture)
		As in the Main Entry

Added Entry for Director

Class No. Book No.		Davidson, Allen The Atlantic tragedy (motion picture)
		As in the Main Entry)

Class No. Book No.		The American Thriller; no. V The Atlantic tragedy (motion picture)
		As in the Main Entry

Title-3

Beats Reading
The Annual Report
Paramount Electronics Group
Produced for Paramount Electronics Group
Montreal, Canada, 1987

Paramount systems group, Motion picture department. It is a coloured film reel of 15 minutes and 30 seconds. Diameter: 16 mm.

Summary: Shows electronic products manufactured by Paramount Electronics Group; summarises the operations of paramount electronics group for the previous year.

Explanation---- As per rule 21.B2(a) the main entry will be prepared under the corporate body (paramount Electronics Group) as the name of both the Sponsor and producer are given in a single statement of responsibility. So the main entry is under the name of the

Sponsor. It is also cleared that when a film is sponsored by a Society Corporation.

Institution or their corporate body and the content of the film is "of an administrative nature dealing with the Corporate body: its poducers and/or its operations" then the Main entry will be under the name of sponsoring body.

Main Entry

Class No. Book No.		Paramount Electronics Group
Acc No.		Beats reading [motion picture] : the annual report/sponsored by Paramount Group ; prouced for Paramount Electronics Group by Paramount Systems Group, Motion picture Department. - Montreal, 1987. I film reel (15 min., 30 sec.) : sd. col.: 16 mm. Summary: Shows electronic products manufactured by Paramount Electronics Group; summarizes Paramount Electronics Group Operations for the previous year. I. Paramount System Group, Motion Picture Deptatment II. Title.

Note: Crosses (X) indicate place for Call Number and Accession Number.

Added Entry

Class No. Book No.	Paramount	Paramount System Group, Motion Picture Department Paramount Electronics Group
		As in the Main Entry

Title Added Entry

Class No. Book No.	Paramount	Beats reading [motion picture] Paramount Electronics Group
		As in the Main Entry

Title-4

Arrow to the Sun [motion picture]
 Produced by
 Gerald McDerm Texture films Inc.
 Designed and Directed
 By
 Grarald Mc Dermott
 Texture films Distrubutors, 1973
 New York
 Credits: Music : Thomas Wagner
 Camera: Frank Koenig
 Vioce of the boy: Logulu Brant
 Story and research consultant: Charles Hofmann

Summary: The son of the sun god is shot on as arrow to the Sun. He successfully Passes four traits and returns to Earth, bringing the magic of the son with him.

Other Information: 1. Film reel (20 min.)

2. Coloured reel : 16 mm.

Acc. No. 87625

Main Entry

Class No. Book No.	Mc Dermotta, Grarald
87625	<p>Arrow to the sun [motion picture] / produced by Gerald Mc Derm., designed and directed by Grarald Mc Germott.-New York: Texture films distributors, 1973</p> <p>I film reel (20 min.) : col.: 16 mm.</p> <p>Credits: Music, Thomas Wagner; Camera, Frank Koenig; voice of the boy, logulu Brant; story and research consultant, Charles Hofmann</p> <p>Summary: The son of the sun god is shot on an arrow to the sun. He successfully passes four trails and return to Earth, bringing the magic of the sun with him.</p> <p>1. Texture Films II. Title</p>

Note: Crosses (X) indicate place for writing call number, as the same are not provided in details. Added Entry (Producer)

Class No. Book No.	Texture Films Mc Dermotta, Grarald
87625	As in the Main Entry

Added Entry (Title)

Class No. Book No.	Arrow to the sun [motion picture] Mc Dermotta, Grarald
87625	As in the Main Entry

VIDEO RECORDING

Title-1

Leeda Lost in the Wood
 a techni colour video recording
 Produced and sponsored

By
 Erco Pictures Corporation
 New York
 1979

It was edited and sound recorded by Jack Glanville and manufactured by
 Pyramid Films
 New York
 1980

Physical descriptions : with sound
 Playing time : 60 minutes for 1 cassette
 Speed : 1500 rpm,
 Diameter : 12 inches

It is in black and white and belongs to the series entitled "Young American Film" no. VII. It was first released in Washington, D.C. and intended for school children. It is also available as Cassette (Sony U-Matic)

Main Entry

Class No.		
Book No.	Erco pictures Corporation	
Acc No.		Leeda lost in the wood [video recording]/produced and sponsored by Erco pictures Corporation.-New York: Pyramid films, 1980. 1 cassettee (60 min.) : sd., b&w, 1500 rpm; 12 in (Young American films; no. ii) Edited and sound recorded by Jack Glanville Technicolour Available as cassette (Sony U-Matic) I Title II Glanville, Jack

Title Added Entry

Class No.		Leeda lost in the wood [video recording]
Book No.	Erco pictures Corporation	
		As in the Main Entry

Added Entry for Glanville, Jack

Class No. Book No.	Erco	Glanville, Jack pictures Corporation
		As in the main entry

Title-2

The Man and his Machines
 a technicolour Video recording
 Produced and sponsored
 By
 National Aeronautics Space Organization
 U.S.A.
 1981

It was edited and sound recorded by Carl Sagan and manufactured by National Space Television, Association, New York, 1982

Physical descriptions : with sound
 Playing time : 40 minutes for 1 cassette
 Speed : : 1500 rpm
 Diameter : 10 inches

It is in black and white. It was first released in New York and intended for public.

Main Entry

Class No. Book No.		National Aeronautics Space Organization
Acc No.		Man and his machines [video recording]/produced and sponsored by National Aeronautics Space Organization.-New York: National Space Television Association, 1982. 1 Cassette (40 min.) : sd., b&w, 1500 rpm. ; 10 in. Technicolour Edited and sound recorded by Carl Sagan First released in New York Intended audience : Public I Title II Sagan, Carl.

Note: Crosses (X) indicate place for all call number & accession number.

Title Added Entry

Class No. Book No.	National Aeronautics Space Organisation	Man and his machines [video recording]
		As in the Main Entry

Added Entry for Editor and Recorder

Class No. Book No.	National Aeronautics Space Organisation	Sagan, Carl
		As in the Main Entry

Title -3

A Lucky Decision
 is coloured video recording
 Manufactured
 By
 National film Board of Canada
 1975
 in
 Ottawa

Physical description : With sound
 Playing time : 50 minutes
 Diameter : ½ inch
 Credits :

Music : Tom Wilson
 Photographer : Lewis Harvey
 Artist Painter : John Mathews

Summery: Shows a battle scene on the deck of a Canadian Warship in the year 1916

Class No.		
Book No.	A 1	lucky decision [video recording]
Acc No.		<p>Ottawa : National Film Board of Canada, 1975 1 video reel (50 min.) : sd., col., ½ in. Credits: Music, Tom Wilson; photography, Lewis Harvey; Artist-Painter, John Methews. Summary: Shows a battle scene on the deck of a Canadian Worship in 1916.</p>

Note: Crosses (X) indicate space for call number and accession number.

4.4 EXERCISES FOR PRACTICE

Title-1

The three dimensional technicolour film
entitled

Black Mail

Produced and Sponsored

By

British International Picture (BIP)

London

1979

The film was photographed, edited and sound recorded by Elstreat Studio in 1980 and was distributed and released by University Films Corporation, 1980

Physical descriptions : With sound
Screen Time : 90 minutes for 3 reels
Width of the film : 35 mm.
Total length of the film : 8,217 ft.

The film is in black and white with coloured sequences and belongs to the series entitled "20th Century Series, no. xviii. Another version on 16 mm film was issued in only black and white without any change in the contents of the film. Other than English version, in French and German were issued. The film is intended for public show,

Credit and Cast are as follow:

Cast: Anny Barton, Sara Allen, Charles Palan & Donald Harvey

Credits: Director : Alfred Hitchcock
Photography : Jack Cox
Music : Herbert Bath

Screen play : John Richard
Technical Advisor : C.N. Mitchell
Film Editor : Alexander Gardner

Summary:

It is a detective thriller, a story of murder and subsequent blackmail.

Video Recording

Title -1

A video recording entitled "The Light of experience by British Broadcasting Corporation

in 1971 at New York, Time-life Multi media.

Physical details:

1. It is coloured with $\frac{3}{4}$ inch width.
2. Playing time :52 minutes for 1 cassette
3. Physical description : with sound
4. It is accompanied by a discussion guide

It belongs to the series entitled "Civilization series; no. 8"

Credits: Writer and narrator: Kenneth Clark

Summary: It surveys development of Western Civilization during the seventeenth century. Includes works of Dutch painters and shows the change in thought that replaced divine authority with experience, experimentation and observation.

4.5 References

1. Anglo American Cataloguing Rules, 2nd Ed. 1988 (Rev.)
2. Rout, R.K. and Chodhury, B.K. Cataloguing of Non Book Materials: A Practical Manual (AACR-2-1988) (Rev.), New Delhi; Reliance Publishing House 1997.

COMPUTER FILES

Structure

- 5.0 Objectives
- 5.1 Introduction
- 5.2 Rules for description in Entry
- 5.3 Title Transcriptions solved
- 5.4 References

5.0 Objectives

The present lesson aims :

1. To acquaint with non-book material in various computer files.
2. To Catalogue computer files according to AACR-2.

5.1 Introduction

This lesson exclusively deals with computer files. The rules cover the description of files that are enclosed for manipulation by Computer. These files comprise data and programs. Computer files may be stored on, or contained in, carries available for direct access or by remote access.

Details of rules from AACR-2R (Chapter 9) are quoted to familiarise students with arrangement of computer files. Few solved examples are provided to educate students for better cataloguing of computer files

5.2 Rules for description in Entry

- Title and Statement of Responsibility Area
- Edition Area
- File Characteristics Area
- Publication, Distribution, etc. Area
- Physical Description Area
- Series Area
- Note Area
- Standard Number and Terms of Availability Area

***Rule 9.0B Sources of Information.**

9.0B1 Chief source of information.

The chief source of information for computer files is the screen(s). If there is no title screen, take the information from other formally presented internal evidence (e.g.main menus, program statements)

If the information required is not available from the internal sources, take it from the following sources (in this order of preference):

- The physical carrier or its labels

Note* Rule 9.0B and its supports are taken from chapter 9 of AACR-2R.

Information issued by the publishers, creator etc. with the file(sometimes called documentation)

Information printed on the container issued by the publisher, distributor etc.

If the information required is not available from the internal sources or the sources existed above, take it from the following sources (in this order of preference):

Other published description of the file

Other sources

Rule 9.1 Title And Statement of Responsibility Area

9.1B Title Proper

9.1B1 Transcribe the title proper as instructed in 1.1B

e.g. Word star

The CPS 1974 American National Election Survey

9.1B2 Always give the source of title proper in a note. If the title has been supplied , give the source of the supplied title in a note.

9.1C1 Give immediately following the title proper the appropriate general material designation as:

Gertrude's puzzles [computer file]

9.1F Statement of responsibility.

9.1F1 Transcribe statement relating to those persons or bodies responsible for the content of the file.

e.g.

Database[computer file]/Paul Fellows

Memory castle[computer file]/designed by

Donna Stanger ; programmed by Lon Koenig.

Rule 9.2 Edition area

9.2B Edition /statement

9.2B1 Transcribe a statement relating to an edition of a computer file that contains differences from other editions of that file or to a named reissue of a file as instructed in 1.2B

e.g.

Rev. ed

3rd up date

Version 5.20

Rule 9.3 File Characteristics Area

9.3B File Characteristics

- 9.3B1 Designation
When the information is readily available, indicate the type of file.
Use one of
The following terms:
Computer data
Computer programme(s)
Computer data and programm(s)
- 9.3B2 Number of records, statements etc.
If a file designation is given and if the information is readily available, give the number or approximate number of files that make up the content (use file or files preceded by an arabic numeral) and /or these other details:
- (a) Data
Give the number or approximate number of records and/or bytes.
e.g.
Computer data(550 records)
Computer data(1 file:600 records,2400 bytes)
- (b) Programmes:
Give the number or approximate number of statements and/or bytes
e.g.
Computer programme(1 file:200 statements)
Computer programme(2150 statement)
- (c) Multi part files:
Give the number or approximate number of records and/or bytes or statement and/or bytes, in each part.
e.g.
Computer data(2 file:800,1250 records)and
Programmes(3files:7260,3490,5076 bytes)
- Rule 9.4 Publication,Distribution, etc, Area**
Rule 9.5 Physical Description Area.
Rule 9.5B Extent of item(including specific material designation)
- 9.5B1 Record the number of physical units of the carrier by giving the number of them in arabic numerals and one of the following terms as appropriate:
Computer cartridge
Computer cassette
Computer disc
Computer reel
1. Computer disc
2. Computer cassettes
3. Computer reel
- 9.5C Other physical details
9.5C1 If the file is encoded to produce sound, give sd. If the file is encoded to display in two or more colours, give col.

e.g.

1. computer chip cartridge: sd
2. computer disc:col.
3. computer disc cartridge: sd., col.

9.5C2 Optionally, give the following physical characteristics, if readily available and if they are considered to be important:

number of sides used
 recording density(e.g.number of bytes per inch(bpi),single, double)
 sectoring

e.g.

1. Computer disc: sd.,col., single sided , single density, soft sectored.
2. Computer tape reels:6,250 bpi

9.5D Dimensions

9.5D1 Give the dimensions of the physical carriers as instructed below:

(a) Disks

Give the diameters of the disk in inches, to the next $\frac{1}{4}$ inch up

- e.g. 1 computer disk :col.:5 $\frac{1}{4}$ in.
 1 computer laser optical disk:col 4 $\frac{3}{4}$ in.

(b) Cartridges

Give in inches to the next $\frac{1}{4}$ inch up, the length of the side of the cartridge that is to be inserted in to the machine.

- e.g. 1 computer chip cartridge; 3 $\frac{1}{2}$ in.

(c) Cassettes

Give the length and height of the face of the cassette in inches to the next $\frac{1}{8}$ inch up.

- e.g. 1 computer cassette;3 $\frac{7}{8}$ x2 $\frac{1}{2}$ in.

(d) Reels

Do not give dimensions for reels

9.5.E Accompanying material

9.5E1 Give the details of accompanying material as instructed in 1.5E

- e.g. 1 computer disk; 5 $\frac{1}{4}$ in. +1 user's guide
 1 computer disk: col; 3 $\frac{1}{2}$ in. +1 v. (51p.: ill. ; 20cm).
 1 computer disk; 5 $\frac{1}{4}$ in. +1 user manual and addendum
 (Accompanying material has title : User manual and addendum)

Rule 9.6 Series Area

9.6B1 Record each series statement as instructed in 1.6

- e.g. (Practicorp no.-nonsense software)
 (American national election study series; no13)

Rule 9.7 Note Area

9.7B1 Nature and scope and system requirements

9.7B8 File characteristics

- 9.7B9 Publication, distribution, etc.
- 9.7B10 Physical description
- 9.7B16 Other formats
- 9.7B19 Numbers(ISBN or ISSN)
- 9.7B20 Copy being described, library's holding and restrictions on use.

Rule 9.8 Standard Number and Terms of Availability Area.

5.3 Title Transcriptions Solved :

Title-1

Subject Index
 By
 Eric J. Hunter and John Willitts

Computer programme consists of 4 files containing 41,151,167 and 54 statements prepared in 1986 . It contains 1 computer disk of 5 ½ inch diameter. System requirements: Apple II, Apples of + BASIC.

It is meant for use in teaching at Liverpool polytechnic School of Information Science and Technology.

Main Entry

Class No.		
Book No.	Hunter, Eric. J.	
Acc No.		Subject index [computer file]/by Eric J. Hunter and John Willitts.- Computer programme (4 files: 41,151,167 and 54 statements).- [S.N : S.L.], 1986. 1 computer disk ; 5 ½ in. System requirements : Apple II, Apples of +BASIC Used in teaching at Liverpool Polytechnic School of Information Science and Technology 1 Title II Willitts, John

Note: Crosses (X) indicate place for Call number & Accession Number, as the same are not provided in details.

Added Entry for Title

Class No.		Subject index [computer file]
Book No.	Hunter, Eric J.	
		As in the Main Entry

Class No.		Willitts, John
Book No.	Hunter,	Eric J.
		As in the main entry

Title-2

Computer file entitled
Gertrud's Puzzles
Designed by
Paul Fellows
Programmed by
John Smith

The Computer programme consists of 4 files and 50 statements.

Platinum electronic publishing
New York, 1989

2. coloured computer disks with 3 ¼ inch in dimension, accompanied by
1 user's guide with 52 pages with illustrations measuring 25 cm. In size System
requirements : IBM PC-XT/AT

User's guide by Ian Fleming

Main Entry

Class No.		
Book No.	Gertrude's puzzles [computer file]/	designed by Paul Fellows:
Acc No.		Programmed by John Smith.-Computer programme (4 files: 50 statements). New York : Platinum Electronic Publishing, 1989. 2 computer disks : col. ; 3 ¼ in. + 1 user's guide (52p. : ill ; 25 cm.) 1 system requirements : IBM PC-XT/AT User's guide by Ian Fleming 1 Fellows, Paul II Smith, John

Added Entry for Designer

Class No.		Fellows, Paul
Book No.		Gertrude's puzzles [computer files]
		As in the Main Entry

Added Entry for Programmer

Class No.		Smith. John
Book No.		Gertrude's puzzles [computer files]
		As in the Main Entry

Title-3

Hard ward Graphics Presentation
 by
 Henry Letow
 Hard Ward Graphics Publication
 London
 1997

It is a computer data file contains 8 files, 64 records
 System requirementss by Sinc Paire ZX-81 with 8 K ROM
 2 coloured computer tape reel with sound
 Hirarchical file structure.

It depicts different types of graphics materials
 designing instruction with examples.

Contents

Side A-Telephone
 Side B-Bank accounts

Class No.		Hardward graphics presentation [computer files]/by Henry Letow.-
Book No.	Letow, Henry	Computer data (8 files ; 64 records). London: Hardward graphics publication, 1997.
Acc No.		2 computer tape reels ; sd., col. System requirements : Sinclaire ZX-81 with 8 K ROM Hierarchical file structure. Summary: Depicts different types of graphic materials designing instructions with examples. Contents: Side A. Telephone-Side B. Bank account 1 Title

Note : Crosses (X) mark space for Call Number & Accession Number as the same are not provided in the details of entry.

Added Entry Title

Class No.		Hardward graphics presentation [computer files]
Book No.	Letow, Henry	
		As in the Main Entry

5.4 References

1. Anglo American Cataloguing Rules, 2nd Ed.1988(Rev)
2. Rout, R.K.and Choudhury, B.K Cataloguing of Non Book Materials: A Practical Manual (AACR-2-1988) (Rev), New Delhi; Reliance Publishing House 1997.

MICRO FORMS

Structure :

- 6.0 Objectives
- 6.1 Introduction
- 6.2 Rules for Description in Entry
- 6.3 Title Transcriptions Solved
- 6.4 Exercises for Practice
- 6.5 References

6.0 Objectives

The present lesson aims :

1. To acquaint with non-book material in various Micro- forms
2. To Catalogue Micro-forms according to AACR-2.

6.1 Introduction

This lesson exclusively deals with Micro forms. Micro forms include micro films, microfiches, micro opaques and aperature cards. Micro forms may be reproductions of existing textual or graphic materials or they may be original publication.

Details of rules from AACR-2R are quoted to familiarise students with cataloguing of Micro -forms as available in Chapter 11. Few solved examples are provided to educate students for better cataloguing of Micro-forms.

6.2 Rules for description in Entry

Areas of entry for micro -forms are as follows:-

- Sources of Information
- Special Data for Cartographic Materials, Music and Serials.
- Publication, Distribution, etc. Area
- Physical Description Area
- Series Area
- Note Area
- Standard Number and Terms of Availability Area

Rule 11.0B Sources of Information.

11.0B1 Chief source of information : The chief source of information for micro film is the title frame(i.e.frame, usually at the beginning of the item, bearing the full title and normally publication details of the item). The cheif source of information for aperture cards is, in the case of a set of cards, the title card or in the case of a single card, the card itself. The cheif source of information for micro fiches and micropaques is the title frame. If there is no such information or if the information is in sufficient,treat the eye-readable data printed at the top of the fiche or opaque as on cheif source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

--the rest of the item (including a container that is an integral part of the item)

--container

--accompanying eye-readable material

--any other source

11.0B2 Prescribed sources of information.

The prescribed source(s) of information for each area of the description of microforms is set out below. Enclose information taken from outside the prescribed source(s) in square brackets

Area	: Prescribed sources of information
Title and statement of Responsibility	: Chief source of information
Edition	: Chief source of information, rest of the item, Container
Special data	: Chief source of information, rest of the item, Container
Publication, distribution etc	: Chief source of information, rest of the item, Container
Physical description	: Any source
Series	: Chief source of information, rest of the item, Container
Note	: Any Source
Standard Number and Terms of availability	: Any Source
	Title and statement of responsibility and edition area will be recorded as usual

Rule 11.3 Special Data for Cartographic Materials, Music and Serials

11.3A Cartographic materials

11.3A1 Give the mathematical data of a cartographic item in micro forms as instructed in 3.3

11.3B Music

11.3B1 Give the physical presentation of music in micro forms as instructed in 5.3

11.3C Serials

11.3C1 Record the numeric and/or alphabetic chronological or other designation of a serial micro form or a serial reproduced in microform as instructed in 12.3

e.g.

Library resources and technical service(GMD).-Vol 16 No.1 (winter 1972)

The yellow book(GMD): and illustrated quarterly.-Vol.1 (Apr,1894)-v 13(Apr.1897)

Rule 11.4 Publication, Distribution, Etc. Area

Publication and distribution area etc. will be recorded as usual

Rule 11.5 Physical Description Area

- 11.5B Extent of item(including specific material designation)
- 11.5B1 Record the number of physical units of a microform item by giving the number of them in arabic numerals as:
25 aperture card
1 microfilm cassette
2 microfilm reels
4 microfiches
10 micro opaque
- 11.5C Other physical details
- 11.5C1 If a microform is negative, indicate as
1 microfilm reel : negative
- 11.5C2 If this consists of illustration, then indicate as
1 microfilm cassette ; ill.
1 microfilm : all ill.
1 microfiche : ill. music
1 microfilm reel : negative, ill.
- 11.5C3 If a microform is wholly or partly coloured, indicate this by giving col. indicates as:
1 microfilm reel : col.
1 microfilm reel : col & ill.
1 microfilm ree : col. ill., col. maps.
- 11.5D Dimensions.
- 11.5D2 Aperture cards
Give the height and width of an aperture card mount in centimeters.
e.g.
20 aperture cards; 9 x 19cm.
- 11.5D3 Microfiches.
If the dimensions of a microfiche are other than 10.5 x 14.8 cm., give the height X width in centimetres.

e.g.
1 microfiche ; 12 x 17 cm
2 microfiches ; 11 x 15 cm.-12 x 17 cm.
- 11.5D4 Microfilms
Give the width of a microfilm in millimeters.

e.g.
1 microfilm reel ; 16 mm.
1 microfilm cartridge ; 35 mm.
- 11.5D5 Micro opaque
Give the height x width of micro opaque in centimetre.

e.g.

5 micro opaques ; 8 x 13 cm.

11.5E Accompanying materials

11.5E1 Give the details of accompanying material as instructed in 1.5E

e.g.

1 microfilm reel ; 16 mm. + 1 manual

1 microfilm reel ; 16 mm. + 1v. (30 p. : ill. ; 22 cm.)

Rule 11.6 Series Area

11.6B Series Statements

11.6B1 Record each series statement relating to a microform.

If the original published in a series, record it in a note.

e.g.

(Bibliotheca Asiatica ; v.9)

(Three centuries of drama, English, 1642-1700)

(Wright American fiction ; reel A-4)

11.7 Note Area

11.7B Notes

11.7B1 Nature, scope or artistic or other form of an item.

Make notes on the matters unless they are apparent from the rest of the description.

e.g.

Collection of 18th cent. mss.

11.7B2 Language

Make notes on the language(s) of the item, unless this is apparent from the rest of the description

e.g.

Latin, with English translation.

11.7B3 Source of title proper

Make notes on the source of the title proper if it is other than the chief source of information, or when the chief source of information is a container or eye-readable matter.

e.g.

Title from container.

11.7B4 Variations in title.

Make notes on titles borne by the item other than the title proper
Optionally, give a romanization of the title proper.

Also known as: NICEM index to educational slides.

11.7B5 Parallel title and other title information.

Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

e.g.

Subtitle: An analysis of world trends.

11.7B6 Statements of responsibility.

Make notes on variant names of persons or bodies named in statements of responsibility if there are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make note on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

e.g.

Edition....By T.N.Jackson.

11.7B7 Edition and history.

Make notes on other microform editions of the item being described

e.g.

Previous microfiche ed.:1971

11.7B9 Publication, distribution etc.

Make notes on publication, distribution, etc details that are not included in the publication,distribution etc. area and are considered to be important.

e.g.

Distributed in the U.K.by: Micro Film Imports.

11.7B10 Physical Description.

Make the following physical description notes

Reduction ratio

Give reduction ratio if it is out side the 16 x -30 x range

Use one of the following terms:

low reduction (for less than 16 x)

high reduction (for 31 x -60 x-

very high reduction (for 61 x -90 x)

Reader:

Give the name of the reader on which a cassette or cartridge microfilm is to be used if it affects the use of the item

e.g.

For information Design reader

Film:

Give details of the nature of the film

e.g.

Silver based film

Other physical detail :

Make notes on other important physical details that are not included in the physical description area.

e.g.

Image printed on thin paper.

11.7B11 Accompanying material.

Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description

e.g.

In container with facsim. reproduction of p1-8 of original

11.7B12 Series:

Make notes on any microform series in which the microform has also been issued

e.g.

Originally issued in the series: The Afro-American experience (Microform previously issued as such in a series)

11.7B13 Dissertation:

If the item being described is a dissertation, make a note as: Thesis(M.A.)-University of New Brunswick,1975

11.7B14 Audience:

Make a brief note of the intended audience for, or intellectual level if, a microform of this information is stated on the item, its container or accompanying eye-readable material

e.g.

Intended audience: High school students

11.7B16 Other formats:

Give the details of other formats in which the content of the item has also been issued. For a reproduction of previously existing material

e.g.

Issued also on 16 mm. Microfilm.

11.7B17 Summary:

Give a brief objective summary of the contents of an-item. Unless another part of the description provides enough information

e.g.

Summary : Lists the serial holdings of 27 college libraries in Iowa as of 1981

- 11.7B18 Contents:
List the content of an item, either selectively or fully, if it is considered necessary to show the presence of material not implied by the rest of the description
e.g.
Includes bibliography
Contents: Surrey -Kent-Middle Sex-Essex
Annual reports for 1957-1971
- 11.7B19 Number
Give important number borne by the item other than ISBNs or ISSNs (Sec 11.8B)
- 11.7B20 Copy being described, Library's holding and restrictions on use.
Make these notes as instructed in 1.7B20

e.g.
Avilable only to researchers with written permission from the copyright holder
Also available as computer file
- Rule 11.8 Standard Number and Terms of Availability Area**
- 11.8B Standard Number
- 11.B1 Give the International Standard Book Number (ISBN) OR International Standard Serial Number(ISSN) assigned to an item.

6.3 Title Transcriptions Solved

Title-1

A moral tale
children's fiction
and
American Culture, 1820-1860
by
Mac Leod, Anne Scott, 1830
University of Micro Films
Ann Arbor, Michigan
1973

Other information:

1. Micro Film reel: 3.5 mm
2. University of Mary land, Theses Ph.D. 1973.
3. Includes Bibliography.

Class No.		
Book No.	Mac	Leod, Anne Scott
Acc. No.		A moral tale [micro form] : children's fiction and American culture ; 1820-1860/by Anne Scott Mac leod.-Ann Arbor, Michigan University of Micro films, 1973. 1 micro film reel ; 35 cm. Theses (Ph.D.) University of Maryland, 1973 Includes Bibliography. 1. Fiction-English Literature I Title

Note: Crosses (X) indicate place for Call Number & Accession Number

Added Entry (Subject)

Class No.		FICTION-ENGLISH LITERATURE
Book No.	Mac	Leod, Anne Scott
		As in the Main Entry

Added Entry (Title)

Class No.		A Moral-tale [micro form]
Book No.	Mac	Leod, Anne Scott
		As in the Main Entry

Title-2

A Microfiche of
 Way to Light house
 by

Tom Smith
 It is of 24 frames and contains illustrations.
 Belongs to Xerox micro media classroom.
 Libraries series. Ann Arbor, Michigan,
 University Microfilms, 1976.
 Reduction ratio varies.

Main Entry

Class No. Book No.	Smith, Tom	
Acc. No.		Way to light house [microform]/by Tom Smith.-Ann Arbor Michigan : University Microfilms, 1976. 1 micro fiche (24 frames) : ill. -(Xerox/micro media classroom libraries series) Reduction ratio varies I Title II Series.

Title Added Entry

Class No. Book No.	Smith, Tome	Way to light house [micro form]
		As in the Main Entry

Series Added Entry

Class No. Book No.	Smith, Tome	Xerox micro medial class room libraries series
		As in the Main Entry

Title-3

Economic development of patna
 A Sociological Economic Survey
 by
 A.K.Srivastave, Patna
 Research Co
 Distributed
 by
 Jai Book Store,1987
 Ann Arbor, Michigan
 Xerox University Micro films, 1989
 Diameter of microfilm is 5 inches with a width of 35 mm.

Main Entry

Class No.		
Book No.	Srivastava, A.K.	
Acc. No.		Economic development of Patna [micro form] : a sociological Economic Survey/A.K. Srivastava : distributed by Jai Book Store, 1987.— Ann Arbor, Michigan : Xerox University, Microfilms 1989. 1 microfiche ; 5 in. 35 mm. I Title

Title Added Entry

Class No.		Economic devlopment of Patna [micro form]
Book No.	Srivastava, A.K.	
		As in the Main Entry

Title-4

Library History Seminar No. 4
 Proceedings,1971

Edited by
 Harold Goldstein
 John M. Goudean
 The Journal of Library Science
 School of Library Science
 Florida State University, Tallahassee
 Florida

Other Information:

1. Copy right 1972 by the Journal of Library history
2. Dimension 11 x 15 cm and 14 x 17 cm
3. Total no. of micro fiches from book 2
4. It is a negative copy.

Main Entry

Class No.		
Book No.	Library History Seminar 1500 rpm (4th : 1917 : Florida State University)	
Acc. No.		Library history seminar, no. 4 [micro form] : proceedings/edited by Harold Goldstein and John M Goudean.—Tallahassee: Journal of Library History, c 1972. 2 microfiches : negative ; 11 x 15 cm-14 x 17 cm. 1 History-Library Science I Goldstein, Harold II Goudean, John M.

Added Entry Subject

Class No.		HISTORY-LIBRARY SCIENCE
Book No.	Library History Seminar (4th : 1917 : Florida State University)	
		As in the Main Entry

Added Entry Editor

Class No.		Goldstein, Harold
Book No.	Library	History Seminar (4th : 1917 : Florida State University)
		As in the Main Entry

MACRO CARD**Title -5**

Out side Reading in American Government

An analytical study

Anne Scott Macleod

A Positive photography (size 9 x 12 cm) of the type written original Ph.D. Thesis

Submitted to the

Faculty of Social Science

University of Maryland

Michigan

Photo reproduced by the

Xerox University Microfilms,

300, N Zebb Road,

Michigan 48106

1973

It belongs to the series entitled

ACRL Micro card series, No.II.

Other Information:

Physical description: Out side reading in American

Government: An analytical study

Author: Anne Scott Macleod

Date: 1973

Note

Frame 1: 28---UR/ML -73-28, 268 Micro cards

Frame 2: 28868-Micro filmed 1973

It contains a preliminary pages in Roman followed by two hundred fifty

seven leaves serially numbered in arabic, type written only one side of each leaf. It has several graphs, diagrams and tables.

Main Entry

Main Entry

Class No.		
Book No.	Macleod, Anne Scot	
Acc. No.		Outside reading in American Government (microform] : analytical study/Anne Scot Macleod.— Michingan : Xerox University Microfilms, 1973 4 micro cards ; 9 x 12 cm. + 1 type written (ix, 257 p.: diagrams ; graphs ; tables).— (ACRL Micro card series: no.II). Thesis (Ph.D) University of Maryland, 1973 Micro card : 28 -UR ML 73/28, 268 Microfilmed : 28868 I Title II Series

Added Entry Title

Class No.		Outside reading in American Goverment [microform]
Book No.	Macleod, Anne Scott	
		As in the Main Entry

Added Entry Series

Class No.		ACRL Micro card series ; no. II.
Book No.	Macleod, Anne Scott	
		As in the Main Entry

6.4 Exercies for Practice

MICROFORMS

Title-1

Australian Libraries
Australian Library Association
Melbourn
Vol. 1 No. Jan. 1972
Microfilmed
University Micro forms

Other Information:

Contains illustrations

Diameter of the micro film is 5 inches with 16 mm width Issued every month except bimonthly September/October. Includes Index.

Title-2

The dynamics of nuclear physics
by

Allec Steward
and

Bob Smith
Edited by

Marry Arnod
and

Pataric Barbar
Cornell University Press
Ann Arbor, Michigan
University of Micro film
1979

Note

The microfilm reel is of 5 inches diameter and width of 35mm.

MICROFICHE

Title-1

United Nation Development and International Economic Co-operation.

Draft resolution proposed by the President of the General

Assembly: Report of the Committee on the whole. Thirty third session .U.N.
17th October, 1978

Total number of microfiche: 1 (2 pages)

Dimensions: 10 x 15 cm.

MICRO OPAQUE

Title-1

Frame --1: XL-77
RL-30

Micro cards
Information Technology
Impact on LIS Education
by
Jack Robison

A Thesis submitted to the Faculty of Arts, University of Maryland in partial fulfillment of the requirement for the Degree of Master of Science in the School of Library Science

1982

Other Information:

It belongs to ACRL Micro card series ; no. 100
Jupiter Press Association of College and Research Libraries.
Physical description: 4 micro opaque of 8 x 14 cm.

Title-2

Nuclear reactor for production of Electricity
by

Allen Gore and Richard Smith
New York: Machmillan, 1970

Other Information:

4 micro opaques of dimension 8 x 13 cm.
and accompanied by 1 pamphlet of 32 pages
with bibliography.

6.5 References

1. Anglo American Cataloguing Rules, 2nd Ed. 1988(Rev.)
2. Rout, R.K.and Choudhury, B.K.Cataloguing of Non Book Materials: A Practical Manual (AACR-2-1988)(Rev), New Delhi; Reliance Publishing House 1997.

Laser Type-Setting at :

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