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LIBRARY CATALOGUE AND SHELF-LIST

INTRODUCTION

In the previous lesson, you have studied that accession record is a permanent record whereas, other records of the library keep changing over a period of time. The library catalogue is a tool facilitating the use of the library material, shelf-list is a basic record for stock taking purposes.

In this lesson, we introduce you to the definition, preparation, functions and distinguished features of library catalogue and shelf list. With the advent of information technology (IT), most of the libraries have a computerized catalogue in addition to manual catalogue.



OBJECTIVES

After completing this lesson, you will be able to:

- define the concept of the catalogue and shelf-list;
- explain the functions and uses of catalogue card and shelf-list in a library;
- differentiate between shelf-list and main entry in a classified catalogue; and
- describe computerized catalogue.

3.1 LIBRARY CATALOGUE

In order to provide speedy access to the library resources along with an opportunity for selecting the desired material, the modern libraries adopt several methods. Out

of these, the main methods are classification and cataloguing. Classification helps in arranging the material on the shelves in a helpful and systematic order. Cataloguing helps readers in retrieving the needed material from the library resources. The catalogue is thus the mirror of the library collection and provides access to the library material. The catalogue for books and other reading materials are prepared soon after acquisition to keep readers informed about the new additions to the library collection.

Library collection houses a wide variety of reading material on different topics and in different physical formats. The challenge before a library is to make available desired material for users of a library. The main reason for having a library catalogue is to help locate the desired documents in a library faster. The information contained in the catalogue provides a reader many access approaches to search the needed information in the library. Traditionally, the library catalogue provides access by the author's name, the title, and the subject(s) covered in the document. Added entries provide other access points such as the author(s) name of series, collaborators, illustrators name and sometimes the titles of certain specific parts or chapter, etc. in the book.

In brief, a "catalogue" means a list or inventory of holdings of a particular library. Broadly speaking, library catalogue means a list of books and other graphic materials of a particular library arranged in a helpful order for location and identification of material catalogued in the library.. "A formal definition of a library catalogue is that it is an explanatory, logically arranged inventory and key to the books and other contents and it is confined to a particular library."

3.1.1 Preparation of Catalogue Entry

Cataloguing is a practical subject and is concerned with various processes involved in making various types of entries for all kinds of libraries. The act of preparing catalogue entries requires knowledge and understanding of cataloguing rules as prescribed by a specific cataloguing code.

The catalogue, with its various entries, i.e., main and added entries, is for the use of readers and provides maximum convenience in identifying the needed information. The style of description adopted should be uniform and in accordance with the rules of a code for cataloguing. The catalogue should have main entry as well as added entries. The following important entry elements that must be recorded in a main catalogue entry are:

- Call Number
- Author
- Title
- Edition
- Imprint
- Date
- Collation



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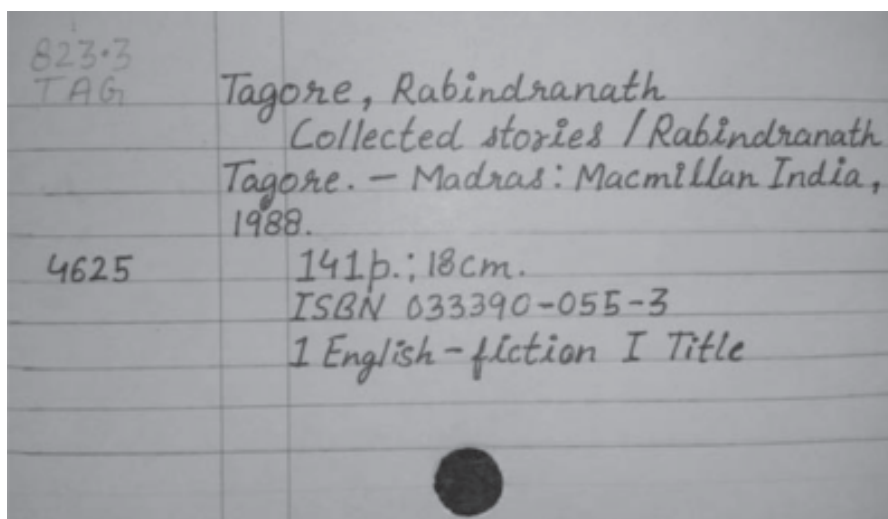


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- Size
- Notes
- Tracing

The main entry in a classified catalogue is a basic record for a given document. It is a specific entry, which provides maximum information about a book. Each document has one main entry supplemented by each added entries several added entry is derived from the main entry. Added entries are for joint authors, callaborators, translators, titles etc., and provide additional approach to documents listed in the catalogue.

Format of Catalogue Entry



(Standard Size: 3"x5") Fig 3.1

There is difference in the style and recording of the entry elements in the catalogue entries prepared according to Dr. Ranganathan's Classified Catalogue Code (CCC) for the Classified and for the Dictionary catalogues.

In a classified catalogue, the main entry of a book starts with the call number of the book. The added entries are rendered under the title, subject and collaborators such as editors, translators, illustrators besides joint authors.

Anglo-American Cataloguing Rules 2 (AACR-2), which is a dictionary catalogue, maximum information is recorded in the catalogue entries. Dictionary catalogue is also referred to as a "Unit Card" catalogue because all the entries have the same information. Unit card provides us a very simple way of preparing added entries.



Activity : 3.1. Prepare catalogue cards and shelf list cards for any 10 books available in your or in any nearby library.



INTEXT QUESTION 3.1

Fill in the blanks

1. The chief entry elements in a catalogue entry are and
2. The AACR -2 is a catalogue and maximum information is recorded in

3.1.2 Role of a Catalogue

In 1891, Charles Ami Cutter defined the goals of a bibliographic catalogue in his book entitled, *Rules for a Dictionary Catalogue*. He stated that a user should be able to find a book knowing either the author, title, or subject; that the catalogue should show the user all books that a library has by any given author, subject, or type of literature; and that it should be useful in guiding the user's choices regarding a book's edition and character. Cutter's goals are relevant even in the present times, although several up-dations have been made. In brief, a catalogue should perform four tasks, that is, to find, Identify, select and obtain desired information/documents from the library.

The other details regarding catalogue, its purpose, functions and types have already been discussed in Lesson 3, Module 2 of this Course.

Let us now learn the use of Shelf-Lists in libraries.

3.2 SHELF-LIST

The concept of shelf-list record was evolved by Dr. S.R. Ranganathan. He used the term "shelf register card" on the basis of one volume, one card. Usually, it contains call number, accession number, author's name, title, date of publication and other items of information considered necessary by a library. These cards are arranged exactly parallel to the arrangement of books in shelves. If a library has to make the provision of a special temporary sequence for books to satisfy the Fourth Law of Library Science, the shelf list cards are also kept absolutely parallel, to the special sequence. It is also known as Class List or Inventory List. Shelf list is an important record for informing location for additional copies of the book.

The shelf-list is not openly accessible to the public and is only for the use of the library staff. It is built up simultaneously with the library catalogue, i.e., a duplicate of main card in a catalogue. Certain items such as notes, contents, tracing section, etc. are omitted in this card to provide other information of a particular item available in the library. Therefore, library catalogue and shelf list have some resemblances but their functions are quite distinct and different in nature.



INTEXT QUESTION 3.2

State true/ false

1. Shelf list is built simultaneously with the library catalogue.



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2. Charles Ami Cutter defined the goals of a classified catalogue in his book.
3. A shelf list is also known as Class list or Inventory list.

3.2.1 Functions of Shelf-List

The major functions of a shelf list are given below:

1. Shelf-list is an invaluable tool for assigning call number to ensure uniformity and consistency, if an additional copy of the same material is to be classified.
2. It may serve as a tool during inventory check of the collection as it stands on the shelves and both cards in the shelf list tray and the books on the shelves are arranged by call number.
3. It provides information on the number of available copies of each title, number of lost or missing copies, duplication of call number of the additional copies of the same title.
4. If the public catalogue is accidentally destroyed, shelf-list card can help to recreate the main card of classified catalogue without any loss of time.
5. It may also serve as a subject catalogue for the public if classified catalogue is not maintained by the library.
6. During the library automation process, the shelf list can be used for creating computerized catalogue and the main catalogue need not be disturbed for this work.

3.2.2 Preparation of Shelf-List

In practice, each library prepares shelf-list card simultaneously with the main card of classified catalogue. On shelf list, information about documents such as lost or withdrawn, replacement, gift, date of acquisition, etc. are added instead of making added entries. It contains the same call number, body of description and collation as are given in the main entry. Each title is represented by a catalogue card of standard size (approximately 3"X5"). It is either red ruled or plain card with the shelf-list (S.L) stamp using red ink to distinguish it from the public catalogue.



Activity 3.2 : Visit any library and ask the librarian about the preparation and maintenance of shelf list card.



INTEXT QUESTIONS 3.3

1. Select the correct answer

Shelf list does not provide information about documents such as:

- (a) Lost or withdrawn
- (b) Replacement

- (c) Gift
 - (d) Other added entries.
2. Which one is not a main function of shelf-list?
- (a) Tool for inventory check
 - (b) Full details of Title and its added entries
 - (c) Provides information on available copies of a title
 - (d) Serves as a subject catalogue



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3.3 SHELF-LIST VS CLASSIFIED CATALOGUE

We will now, study in brief, a comparison between shelf-list and classified catalogue. Shelf-list and classified catalogue have resemblance in many ways. Usually both are arranged in a classified order, i.e., according to call number and both have the same information. But the two are also distinct from each other as they serve different purposes. Shelf-list may serve as classified catalogue when such a catalogue is not available in library. Sometimes, it is very difficult to get the relevant information from the shelf-list cards in absence of analytical entries of particular item. The distinctive features of the shelf list card and classified catalogue are mentioned below:

Shelf-List

1. Shelf-list is considered as an official catalogue. Generally it is restricted for the use of library staff and is an administrative record only.
2. It is kept away from the public catalogue under lock and key as suggested by Dr. Ranganathan for security purposes.
3. The purpose is to show the history of each book, its withdrawal, number of copies and other bibliographical details which are needed for administrative functions and users have no interest in them.
4. Each item is given one card. on the principle of one title one card
5. Shelf-list card is arranged by Call Number and is kept strictly parallel to the arrangement of books as they stand on the shelves in various sequences.
6. In addition to bibliographical details of a document, information such as lost or withdrawn replacement, gift etc. are added instead of making added entries.

Classified Catalogue

1. It is meant for public use to identify and locate the documents available in the library.
2. It is kept in an open place so that it is easily accessible to all the users without any hindrance.
3. It serves the purpose of locating the document possessed by the library on given subject represented by the Class Number.

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4. In classified catalogue, one set of cards are prepared for any number of copies, i.e., multi volume books have only one main card.
5. It is arranged according to the Call Number of the document available in the library irrespective of the sequence in which the collection is organized.
6. It contains full details of particular item and has main card as well as added entries for each item.

**INTEXT QUESTION 3.4****1. Match the following**

- | | |
|---|---------------------------|
| a) Shelf list is considered as | (i) Public Use |
| b) Classified Catalogue is easily available accessible to | (ii) Shelf List |
| c) History of each book can be known mean from | (iii) Official Catalogue |
| d) Catalogue cards are arranged according to class number | (iv) Classified Catalogue |

3.4 COMPUTERISED CATALOGUE

In the late 1960s, the Library of Congress created a catalogue format called Machine-Readable Cataloguing (MARC), which allowed for quicker processing of bibliographic records. This development led to Online Public Access Catalogues (OPACs). The computerization of library processes has led to rethinking regarding form, purposes and functions of a library catalogue.

Thus, computer can be used to search and produce catalogues in book form, card form or sheaf form which can be continuously updated from the store of a common bibliographical data. Similar catalogues can be generated to serve different purposes. A computer generated catalogue might serve the retrieval function as and when required.

**WHAT YOU HAVE LEARNT**

- Shelf list and library catalogue are auxiliary record of the library
- The library catalogue is meant for public use to identify and locate the documents available in the library.
- Shelf list is considered as an official catalogue and is restricted for the use of library staff and is an administrative record only.
- A shelf-list is an essential record to check and control the collection in library.
- With the advent of computers, computer generated catalogues have emerged and these serve the storage and retrieval function.



TERMINAL EXERCISE

1. Differentiate between shelf list and classified catalogue.
2. Highlight the need and importance of computerized cataloguing.
3. Discuss the various items of information necessary for a catalogue and shelf list.



ANSWERS TO IN-TEXT QUESTIONS

3.1

1. Call number, author and Title
2. Dictionary, Catalogue entries

3.2

1. True
2. False
3. True

3.3

1. (d)
2. (b)

3.4

1. (a) (iii)
(b) (i)
(c) (ii)
(d) (iv)

TERM

The terms covered in this lesson which require further explanation are typed below in an alphabetic order. The learners is required to explain each term.

Call Number:

Notation:

Tracing:

Unit Card:



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