

Library Classification

Certificate Course in Library Science



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LIBRARY CLASSIFICATION

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In the practical, we will cover various aspects of library materials as resources, their acquisition and processing. Among materials, both the print and non-print materials will be included. We will learn how to work in periodical section which is different than books, because of their unique features. We will also discuss classification and cataloguing which are important techniques for organizing library resources. you will learn how to make a catalogue card and how to classify a book by giving it a class number.

PART 1

LIBRARY CLASSIFICATION

INTRODUCTION

Every thing can be classified by various ways according to its characteristics. For example, an apple can be classified according to its size, taste, weight or place of origin. Ever since man started to record knowledge, he has tried to arrange the recorded knowledge or documents in a manner that is helpful for those who want to retrieve it. In a modern library, documents (books and other reading materials) are arranged by subject for an easy location. Arranging similar things in some order according to some principle unites and controls information from various sources. This is possible with the help of library classification. Library classification is thus a system of arrangement adopted by a library to enable users to find its materials quickly and easily.

The purpose of library classification is to help in the following:

- When a reader asks for a book which is in the library, it must be located immediately, even though the library may have hundred of books.
- When a book is returned to the library, its correct place on the shelves must be immediately determined so that it can be put in proper sequence for the next user.
- When a new book is added to the library, it must find its proper place among the other books on the same subject.
- When a new book on a new subject arrives, it must find a place among already existing subjects related to it.

In simple words, library classification aims at arranging the books in a helpful sequence. It also mechanizes the correct replacing of books returned after use by the users. Besides, it fixes the most helpful place for a newly procured and added book among the already existing collection.

A common method of arranging books is by the names of their authors. This sequence is helpful to users who want books by a particular author. But it has been experienced in libraries that most readers ask for books on a particular subject rather than for books by a particular author. Therefore, if the sequence of the books is to be helpful, it should be determined by the subject of the book.

Library classification is thus the translation of the name of the subject of a book into a preferred artificial language of ordinal numbers. The individualization of books dealing with the same specific subject is possible by means of a further set of ordinal numbers which represent some features of the book other than their thought content. The first of these ordinal numbers is called the Class number of the book. The second ordinal number is called its Book Number. The Class Number and Book Number are separated by a space.



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Notes

There are many universally known ‘Schemes of Classification’. Some of these are: Dewey Decimal Classification, Library of Congress Classification, Universal Decimal Classification and Colon Classification. Here, we will learn about two classification systems, namely, **Colon Classification** and **Dewey Decimal Classification** system.

For example, in the title “Textbook of Economics”, we translate the name of the subject of book, “Economics” into a number or symbols, as listed, in the classification system which we follow. If the system is Colon Classification, then the Class number will be X. If the system is Dewey Decimal Classification, then the Class number will be 330. Further it is important to note that we translate only the name of the subject matter. We do not translate other words (not indicating any subject) in the title such as ‘textbook’ or ‘the’ or ‘of’ or ‘introduction’, etc. but only the subject economics. We thus translate the concept ‘economics’ in whatever language it is represented.

In this Classification Practice Manual, you will learn library classification according to Colon Classification scheme (CC) and Dewey Decimal Classification (DDC). We will provide an overview of classification schedules, steps of classification and examples according to both CC and DDC. Lastly, practical exercises have been provided to enable you to practice and carry out classification independently.



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SECTION A

COLON CLASSIFICATION (CC)



SECTION A

COLON CLASSIFICATION (CC)

INTRODUCTION

Colon classification (CC) is a classification scheme devised by Dr. S. R. Ranganathan. The first edition of the scheme was brought out in 1933 and the seventh edition is the latest edition. The 7th edition is not much in use and the 6th edition is widely used. For this reason, here we will use the 6th edition of CC, which was first published in 1960.

The Colon Classification (CC), 6th edition is a one –volumed book of about 430 pages. The book has been divided into 3 parts:

Part 1: Rules

Part 2: Schedules

Part 3: Classics and sacred books

The First part briefly describes the important principles, concepts and canons of classification on which the classification system is based. It is also used with the rules and examples for constructing the class numbers.

The second part has all the subject schedules. At the end of Part 2, an index is given for all the isolates listed in various schedules.

The Part 3 comprises the schedules of classical works and sacred books.

NOTATION

Notation refers to the symbols and numbers which have been used in the scheme of classification for various classes. CC has used mixed notation as several kinds of symbols have been used.

The different symbols used are given as under:

Sl.No.	Types of digits used	No. of digits used
1.	Indo Arabic Numerals(1-9)	09
2.	Roman Alphabets (A to Z)	26
3.	Roman alphabets (a-z, excluding i, l, o)	23
4.	Greek letters [Δ (delta) and \square (sigma)]	02
5.	Parenthesis ()	02
6.	Punctuation marks as indicator digits	06
	Inverted comma (‘)	
	Dot (.)	

	Colon (:)	
	Semi colon (;)	
	Comma(,)	
	Hyphen(-)	
7.	Zero as an indicator digit	01
8.	Arrows	02
	Forward arrows→	
	Backward arrows←	



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ANALYTICO –SYNTHETIC SCHEME

Colon Classification (CC) is an analytico-synthetic scheme. It does not enumerate or attempt to enumerate all possible classes in a single schedule as most schemes do. In an analytico-synthetic classification, subjects are divided into facets (aspects), and class numbers are synthesized from the classification schedule. Analytico-synthetic method is much more powerful than enumerated schemes. The schedule of CC consists of certain standard unit schedules. By combining the numbers in different unit schedules, class numbers can be constructed for any subject. The number building in CC involves the following steps:

1. Analysis of the subjects into facets and transform them into five fundamental categories, and
2. Synthesis of the facets.

CALL NUMBER

Call Number helps us in locating a required book. One may ascertain the position of the document in the library and its entry position in the catalogue with the help of call number.

Call number has three parts:

- Class number
- Book number
- Collection number (this is not essential)

The Class Number specifies the subject of the book. The Book Number individualizes it. The Class Number of a document is the translation of the subject dealt in a document from natural language to classificatory language.

In this scheme of classification, the universe of subjects has been divided broadly into traditional divisions viz. Natural Sciences, the Humanities and



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Social Sciences. The Main Classes of Colon Classification, 6th edition are given in the table below:

z	Generalia	LX	Pharmacognosy
1	Universe of Knowledge	M	Useful Arts
2	Library Science	Δ	Spiritual Experience and Mysticism
3	Book Science	MZ	Humanities and Social Sciences
4	Journalism	MZA	Humanities
A	Natural Sciences	N	Fine Arts
AZ	Mathematical Sciences	NX	Literature and Language
B	Mathematics	O	Literature
BZ	Physical Sciences	P	Linguistics
C	Physics	Q	Religion
D	Engineering	R	Philosophy
E	Chemistry	S	Psychology
F	Technology	Σ	Social Sciences
G	Biology	T	Education
H	Geology	U	Geography
HX	Mining	V	History
I	Botany	W	Political Science
J	Agriculture	X	Economics
K	Zoology	Y	Sociology
KX	Animal Husbandry	YX	Social Work
L	Medicine	Z	Law

FUNDMENTAL CATEGORIES

According to Ranganathan, there are only five fundamental categories viz. Personality, Matter, Energy, Space and Time, which are popularly known as PMEST. The fundamental categories are given below:

<i>S. No</i>	<i>Fundamental Categories</i>	<i>Indicator Digits</i>	<i>Symbol for the facet</i>
1.	Personality	,(Comma)	P
2.	Matter	;(semi colon)	M
3.	Energy	:(Colon)	E
4.	Space	.(Dot)	S
5.	Time	‘(Inverted Comma)	T



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Any aspect related to some property or material comes under the purview of the fundamental category matter (M). The fundamental category Energy (E) denotes action. The fundamental category Space(S) represents continents, countries, or localities and Time (T) represents periods including seasons, day/night, dry/wet, etc. The category Personality is recognized by elimination. After separating out the manifestations of Time, Space, Energy and Matter in a subject, the residue will often turn out to be Personality. For the rest, facet has to be one of the other five categories only. So it can be said that the category Personality is identified by Principle of Residue.

LEVELS AND ROUNDS

In compound subjects, some of the fundamental categories occur more than once. The concept of level denotes recurrence of one and the same fundamental category within a Round. The concept of Round denotes cyclic recurrence of categories in analyzing the facet of a subject.

LEVELS

The fundamental category Personality is spread into certain levels which are known as ‘Levels of Personality’ such as [P], [P₂], [P₃], [P₄], and so on. The levels of Personality are arranged with the help of the Principle of Helpful Sequence.

The facet formula for main class O literature is given below:

O [P₁], [P₂], [P₃], [P₄]

The formula can be translated as:

- O Literature
- P Language
- P₂ Forms
- P₃ Author
- P₄ Work



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Example

0111, 2J64, 7 represents English Drama 'Hamlet' written by William Shakespeare.

The analysis is as under:

0	Literature
0111	English Literature
0111, 2	English Drama
0111, 2J64	English Drama by Shakespeare
0111, 2J64, 7	Hamlet

Here 7 represents the work number of William Shakespeare.

The fundamental category Energy may manifest itself into different rounds of energy. According to Ranganathan, "A focus in Energy facet may call for a Second Energy Facet to be set up. There are certain classes where the application of the Second Round Energy may be necessary after the first round."

For example in 'Medicine', the Second Round Energy has been manifested as 'treatment' to various diseases. But this will occur along with the first round energy only. Because the isolates of Second Round Energy depend upon the occurrence of the first round energy. The feature of the dependence has become necessary according to the 'Wall-Picture Principle'. The following are some important examples:

L 32 : 4 : 6	Treatment of Diseases of Heart
L 45 : 421 : 6	Treatment of Tuberculosis
L 74 : 4 : 625	Treatment of Nerves through Radio-therapy

In the above example, i.e., *Treatment of Nerves through Radio-therapy*, no disease has been mentioned. But according to the 'Wall-Picture-Principle', treatment cannot be done unless there is some disease. Hence the focus 'disease' is also included from the energy facet. Such manifestation is called as 2nd round Energy [2E], 3rd round Energy [3E], etc.

Ranganathan also prescribes that Personality may come immediately after the first round of Energy facet. In this case, it would be Second Round of Personality. For example, Diseases as fever, pain, etc. Infection disease such as tuberculosis, bacteria, etc. Similarly there can be Third round of Personality which is applicable only after the round of Energy. These manifestations are called as Second Round Personality [2P], Third Round of Personality [3P]...., Second Round Matter [2M], Third Round Matter [3M],....etc.

The fundamental categories Space and Time occur in the last round only.

STEPS FOR CLASSIFICATION

Ranganathan has prescribed eight steps for practical classification based on postulates and principles. The steps are:

- Step 0 Raw Title
- 1 Full or Expressive Title
- 2 Kernel Title
- 3 Analyzed Title
- 4 Transformed Title
- 5 Title in Standard Terms
- 6 Title in Focal Numbers
- 7 Class Number

Step 0: Raw Title

Title given on the title page of the book.

Step 1: Full Title

Full title is the one which expresses the subject content of the book. In other words, the basic subject will be identified and included with the raw title. At this stage, it becomes expressive by filling a missing terms.

Step 2: Kernel Title

Remove all the auxiliary terms (i.e., prepositions, conjunctions and articles). In other words, remove all unwanted secondary words and retain only the substantive terms.

Step 3: Analyzed Title

Find out the fundamental category of the Kernel title including Rounds and Levels manifestation. Put the symbols along with Kernel title.

Step 4: Transformed Title

Kernel title will be re-arranged by the facet formula for the subject and the postulates of helpful sequence.

Step 5: Title in Standard Terms

Replace the Kernel terms by Standard terms given in the Schedule.

Step 6: Title in Focal Numbers

Replace each Standard terms by its Basic Class Number or Isolate Number.



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Step 7: Class Number

Replace the symbol, after each Focal Number by indicator digits appropriate to each Focal Number.

At this stage, the synthesized Class number is translated into natural language.

Let us now try to understand the Eight step method for practical classification with the help of an example:

Documentation of Newspaper Clippings in University Libraries in India during 1995

Step 0: Raw Title – Documentation of Newspaper Clippings in University Libraries in India during 1995.

Step 1: Full Title – Documentation of Newspaper clippings in University Libraries (in Library Science) in India during 1995.

Step 2: Kernel Title – Documentation, Newspaper Clippings, University Libraries, Library Science, India, 1995.

Step 3: Analyzed Title – Documentation [E], Newspaper Clippings [M], University Libraries [P], Library Science [MC], India [S], 1995 [T]

Step 4: Transformed Title – Library Science [MC], University Libraries [P], Newspaper Clippings [M], Documentation [E], India [S], 1995 [T].

Step 5: Title in Standard Terms – Library Science [MC], University [P], Newspaper [M], Documentation [E], India [S], 1995 [T].

Step 6: Title in Focal Numbers -2 [MC], 34 [P], 44 [M], 97 [E], 44 [S], N95 [T].

Step 7: Class Number 234; 44: 97.44 'N95.

Note: While constructing Class Numbers, we have to strictly adhere to the facet formula given in each Main Class.

INDEX TO SCHEDULES

The index to the schedules of classification is a very important tool that helps us to identify the main class of a document. In other words, this is a helpful dictionary of all the terms appearing in the schedule. The index indicates firstly the main class to which a term is related, and then it points out the facet in that Main class to which the terms belongs, followed by the isolate number. For example, if you refer the index under the term, 'Christianity' you will find the following set of numbers.

Christianity Q [P], 6

This would mean that the word 'Christianity' occurs in the Main Class 'Q' and therein it belongs to the [P] facet. The isolate number in that facet is '6'. Now you approach the Chapter Q in Part 2, locate the number '6' in the [P] facet and with the help of the facet formula, construct the Class Number as follows:

Christianity: Q6

If you approach the index with the term in First Column of the Table, notation given in the second column of the table through which you can approach the index and you will be able to construct the Class Number given in the Third Column.

One important point you must keep in mind is that it is an alphabetical index to the fundamental constituent terms in the Schedule and only a key to the Schedules. You have to approach the Schedules to know the main classes and the facets of a given isolate term or subject.

Examples

1. *Public Library*

Library Science is the (MC). Public Library is a kind of [P] facet. Its name given in the Schedule is local.

Library Science	Local	
(MC)	[P]	
2	2	i.e., 22

2. *Engineering Drawing*

Engineering is the (MC). Drawing is an action of Engineering. Hence it comes under (E) facet.

Engineering	Drawing	
(MC)	(E)	
D	: 4	i.e., D : 4

3. *Physical Chemistry*

Chemistry is the (MC). Physical Chemistry is a problem of Main Class Chemistry. Hence [E] facet.

Chemistry	Physical Chemistry	
(MC)	[E]	
E	: 2	i.e., E : 2



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4. *Classification of Biology*

Biology is (MC). Classification is treated as its problem or [E] [2P] facet.

Biology	Classification		
(MC)	[E] [2P]		
G	: 11		i.e., G : 11

5. *Human Anatomy*

The book deals with human anatomy. Hence, medicine is the (MC). Anatomy or morphology (the term used in the Schedule) comes under [E] facet.

Medicine	Morphology		
(MC)	[E]		
L	: 2		i.e., L : 2

6. *English Poetry*

Here (MC) is Literature. English is a language – [P] facet. Poetry is a form – [P₂] facet.

Literature	English	Poetry	
(MC)	(P)	[P ₂]	
0	111	,1	i.e., 0111,1

7. *Arya Samaj*

The (MC) is Religion. Arya Samaj is a Hindu sect of Post Vedic religion. Hence it is [P] facet.

Religion	Arya Samaj		
(MC)	[P]		
Q	29M8		i.e., Q29M8

8. *Value of Examination*

Here, (MC) is Education. Examination is an educational measurement. Educational measurement is a problem [E] facet. Examination is a method of educational measurement – [2P] facet.

Education	Educational Measurement	Examination	
(MC)	[E]	[2P]	
T	: 5	5	i.e., T : 55

9. *Cartography*

The (MC) is geography. Cartography comes under [P] facet.

Geography	Cartography		
(MC)	[P]		
U	11		i.e., U11

10. History of Indian Constitution

History is (MC). India is a community – [P] facet. Constitution is treated as a problem – [E] facet.

History	India	Constitution	
(MC)	[P]	[E]	
V	44	: 2	i.e., V44 : 2



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Exercises for Practice

- | | |
|---|------------|
| 1. Text book of Inorganic chemistry | E1 |
| 2. Constitution of United Kingdom | V56:2 |
| 3. Introduction to Floriculture | J16 |
| 4. Basics of Mathematical Calculation | B491 |
| 5. Linear transformations of degree binaries | B25,7:1 |
| 6. Pure geometry of Cubic surfaces | B633:6 |
| 7. Volcanoes in Japan | H411.42 |
| 8. Floods in Assam | H4223.4461 |
| 9. Classification of fish | KZ332:915 |
| 10. Treatment of Epilepsy | L71:453:6 |
| 11. Treatment of gynecological diseases in Homeopathy | LLF:4:6 |
| 12. Jesus Christ | Q6:33 |
| 13. Hindu marriages | Q2:427 |
| 14. Teaching Math through play method | T:3(B),96 |
| 15. Treatment of Tuberculosis according to Ayurveda | LB:421:6 |
| 16. British Law of Partnership | Z56,3 |
| 17. English drama | O111,2 |
| 18. Economic condition of China | X.41 |
| 19. Treatment of Physical degeneration | Y:421:6 |
| 20. Simple sentences in Modern English | P111,J601 |
| 21. Fasting in Hindu religion | Q2:433 |
| 22. Prevention of alcoholism | Y411:5 |
| 23. Prevention of fire | Y4351:5 |
| 24. Oceanic circulation | U256 |
| 25. Military Geography of Sri Lanka | U54.4498 |



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26. Trade routes in Asia	U641.4
27. Land surveys	U181
28. Party in opposition in Democracy	W6,45
29. Earthquakes in Indonesia	H4132.436
30. Natural History of Life	G1:12
31. Lunar year	B92:112
32. Lighting in mines	HZ:55
33. Classification of oils	J5:915
34. Storing of agriculture Produce	J:7:8
35. Principles of Metaphysics	R3
36. Insect infestation of crops	J:438
37. Investment in India	X7241.4
38. Treatment of diseases of cows	KZ311:4:6
39. State control in democracy	W6:35
40. Loyalty in limited monarchy	W46:591
41. Natural resources of Europe	U571.5
42. Traditions in Hinayana	Q41:26
43. Anatomy of flowering plants	I5:2
44. Memory in Preadolescents	S2:43
45. Effects of Gamma rays	C54:38
46. Text book of Mechanical Engineering	D6
47. Synthesis of acidic oxide	E3 :4
48. Basics of Biochemistry	E9G
49. Naval Science	MV45
50. Indian Law of contracts	Z44,3



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SECTION – B
DEWEY DECIMAL
CLASSIFICATION
(D.D.C.)



SECTION – B

DEWEY DECIMAL CLASSIFICATION (D.D.C.)

INTRODUCTION

The Dewey Decimal Classification (DDC) was developed by Melvil Dewey in the year 1873 to arrange the documents of Amherst College Library. The first edition entitled, “A Classification and subject index for cataloguing and arranging the books and pamphlets of a library” was published in 1876. It appeared in the form of small book of 44 pages. Dewey Decimal Classification continued to be modified and revised with many alterations and additions. The DDC is presently being published by OCLC - Online Computer Library Center, Inc. The DDC is published in full and abridged editions in print and electronic versions. The latest edition is available in 3 formats, i) Four Volumes Print Edition, ii) The Electronic version Web Dewey, and iii) Abridged Edition 15 for small libraries.

The 20th Edition of DDC is in four volumes. **First Volume** contains the introduction and various tables. **Second** and **Third Volumes** are Schedules. **Second Volume** covers class numbers from 000 to 599 and **Third Volume** covers class numbers from 600 to 999. **Fourth Volume** provides Relative Index to the Schedules and a Manual.

DDC is an enumerative scheme of classification. An enumerative classification system is a system that lists all the specific subject classes, as opposed to, for example, an analytico-synthetic classification where subjects are divided into facets (aspects), and class numbers are synthesized from the classification schedule. It means that the classifier does not have to construct numbers as the numbers are readymade and can be picked up from the classification schedules.

Notation is the system of symbols used to represent the classes in a classification system. Notation gives both the unique meaning of the class and its relation to the other classes. Following symbols and digits are used in DDC:

Arabic Numerals	0-9
Dot	(.) Decimal Point
Roman Alphabets	A to Z

Arabic numerals are used to represent each class in DDC. Each base number in DDC has minimum of three digits and further divisions follow a decimal (.) or a dot. Thus the name Dewey Decimal Classification scheme. The first digit

in each three-digit number represents the Main class. The second digit in each three-digit number indicates the Division and the third digit in each three-digit number indicates the Section. For example, 500 is used for general works on the sciences and mathematics. Notation 510 is used for mathematic, 520 for astronomy, 530 for physics and 540 for chemistry. The third digit in each three-digit number indicates the section. Thus, 540 is used for general works on chemistry, 541 for physical chemistry, 543 for analytical chemistry, 546 for inorganic chemistry and 547 for organic chemistry.

The Roman alphabets are used for expressing concepts which are not enumerated in the Schedules.

INTRODUCTION AND TABLES (Volume I)

Volume one presents the Editor's introduction of DDC. It is an important and useful part of the system in all respects. Introduction provides:

1. History and current use of DDC
2. Overview of DDC including basic plan, and
3. A practical Guide to the use of classification

Besides, there is a Glossary, a valuable feature, explaining all the technical terms, used in Editor's Introduction. It also provides rules to further synthesize (extend) a number either from the Schedule or from any of the Auxiliary Tables.

Tables

The second part of Volume 1 contains seven numbered Tables. Tables provide notation that can be added to the class numbers in the Schedules to provide greater subject specificity. Following are the seven Tables:

Table 1: Standard Subdivisions

Table 2: Geographic Areas, Historical Periods, Persons

Table 3: Subdivisions for individual Literatures, for Specific Literary Format

Tables 3-A: Subdivisions for Works by or about Individual Authors.

Table 3-B: Subdivisions for Works by or about More than One Author

Table 3-C: Notations to be added where Instructed in Table 3-B and in 808-809

Table 4: Subdivisions of Individual Languages

Table 5: Racial, Ethnic, National Groups

Table 6: Languages



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Table 7: Groups of Persons

In the end of Volume 1 are the Lists which compare Edition 19 and 20: Relocations and reductions, Comparative Tables for Music and British Columbia, and Equivalence Tables for Music and British Columbia.

SCHEDULES (Volume 2 and 3)

In Schedules, Knowledge is organized from 001 to 999. Volume 2 covers class numbers from 000 to 599 and Volume 3 covers class numbers from 600 to 999.

Summaries

Summaries of the Schedules provide an overview of the intellectual and notational structure of classes. The summaries of the schedules as a whole are found at the front of the Volume 2.

First Summary

Dewey divided the whole universe of knowledge into 10 Main classes. This is first practical step to learn the system for the beginner. The first summary contains the 10 main classes. The first digit in each three digit number represents the main class. For example 600 represent technology.

The Ten Main Classes

000	Generalities
100	Philosophy & psychology
200	Religion
300	Social sciences
400	Language
500	Natural sciences and mathematics
600	Technology (Applied sciences)
700	The arts
800	Literature & rhetoric
900	Geography & History

Second Summary

In Second Summary, the 10 Main classes are again subdivided into 10 Divisions resulting into 100 Divisions on the whole. The second digit in each three-digit number indicates the division. For example, 600 is used for general works

on technology, 610 for medicine and health, 620 for engineering, 630 for agriculture, etc. It is better to remember this Summary also. The entire Second Summary is reproduced for your reference.

The Hundred Divisions

000 Generalities

- 010 Bibliography
- 020 Library & information sciences
- 030 General encyclopedic works
- 040 [Unassigned]
- 050 General serials and their indexes
- 060 General organizations & museology
- 070 News media, journalism, publishing
- 080 General collections
- 090 Manuscripts & rare books

100 Philosophy & psychology

- 110 Metaphysics
- 120 Epistemology, causation, humankind
- 130 Paranormal phenomena
- 140 Specific philosophical schools
- 150 Psychology
- 160 Logic
- 170 Ethics (Moral philosophy)
- 180 Ancient, medieval Oriental philosophy
- 190 Modern Western philosophy

200 Religion

- 210 Natural theology
- 220 Bible
- 230 Christianity & Christian theology
- 240 Christian moral & devotional theology
- 250 Christian orders & local church
- 260 Christian social theology



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- 270 Christian church history
280 Christian denominations & sects
290 Other & comparative religions
- 300 Social sciences**
- 310 General Statistics
320 Political science
330 Economics
340 Law
350 Public administration
360 Social problems ; association
370 Education
380 Commerce, communications, transport
390 Customs, etiquette, folklore
- 400 Language**
- 410 Linguistics
420 English & Old English
430 Germanic languages German
440 Romance languages French
450 Italian, Romanian, Rhaeto-Romanic
460 Spanish & Portuguese languages
470 Italic languages Latin
480 Hellenic Languages Classical Greek
490 Other languages
- 500 Natural Science & mathematics**
- 510 Mathematics
520 Astronomy & allied sciences
530 Physics
540 Chemistry & allied sciences
550 Earth sciences

- 560 Paleontology Paleozoology
- 570 Life sciences
- 580 Botanical sciences
- 590 Zoological sciences
- 600 Technology (Applied sciences)**
- 610 Medicine sciences Medicine
- 620 Engineering & allied operations
- 630 Agriculture
- 640 Home economics & family living
- 650 Management & auxiliary services
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Buildings
- 700 Arts**
- 710 Civic & landscape art
- 720 Architecture
- 730 Plastic arts sculpture
- 740 Drawing & decorative arts
- 750 Painting & paintings
- 760 Graphic arts Printmaking & prints
- 770 Photography & photographs
- 780 Music
- 790 Recreational & performing arts
- 800 Literature & rhetoric**
- 810 American literature in English
- 820 English & Old English literatures
- 830 Literatures of Germanic languages
- 840 Literatures of Romance languages
- 850 Italian, Romanian, Rhaeto-Romanic



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- 860 Spanish & Portuguese literatures
- 870 Italic literatures Latin
- 880 Hellenic literatures Classical Greek
- 890 Literatures of other languages
- 900 History**
- 910 Geography & travel
- 920 Biography, genealogy, insignia
- 930 History of ancient world
- 940 General History of Europe
- 950 General History of Asia Far East
- 960 General History of Africa
- 970 General History of North America
- 980 General History of South America
- 990 General History of other areas

Third Summary

The Third Summary contains 1000 sections. The third digit in each three digit number indicates the section. For example, 610 is used for general works on medicine and health, 611 for human anatomy, 612 for human physiology, 613 for personal health and safety, etc. Each of the 100 Divisions is further divided into 100 Sections resulting into 1000 Sections.

The Thousand Sections

The Third Summary, taken from the Schedules of DDC 22nd ed., is reproduced in the subsequent pages.

Third Summary*
The Thousand Sections
Generalities

- 000 Generalities**
- 001 Knowledge
- 002 The Book
- 003 Systems
- 004 Data processing Computer science

*Consult schedules for complete and exact headings

- 005 Computer programming, programs, data
- 006 Special computer methods
- 007
- 008
- 009

- 010 Bibliography**
- 011 Bibliographies
- 012 Of individuals
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These three summaries give you an overall view of the Schedules. You are now advised to go through these summaries representing an outline of the universe of subjects in the scheme of classification.

LEARNING TO CLASSIFY USING DDC

Schedules comprising Volume 2 and Volume 3 are for practical classification. Volume 2 covers Class Numbers in numerical order from 000 to 599, and Volume 3 covers Class Numbers from 600 to 999. To follow the correct use



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of these Schedules, it is necessary to understand various notes and instructions given under various entries.

For this purpose, let us study the first three pages of the Schedule. If you turn the first page you will see that entries start with the notation '000' at the top of the page. The first entry is 001 which stands for *Knowledge*. One step down there is a note stating 'Class epistemology in 121'; 'a compilation of knowledge in specific form with the form, e.g., encyclopedias 030'. This means that epistemology will be classed in 121 and encyclopedias in 030 and not in 001.

User is also directed to *See Manual at 500 vs. 001*.

Then there is a short summary of the Class 001 knowledge that is further subdivided as follows:

SUMMARY

001.01-09 Standard subdivisions

- .1 Intellectual life**
- .2 Scholarships and learning**
- .3 Humanities**
- .4 Research**
- .9 Controversial knowledge**

.01 Theory of Knowledge

Class philosophy of knowledge, philosophical works on theory of knowledge in 121

.1 Intellectual life

Nature and value

For scholarship and learning see 001.2

See also 900 for broad description of intellectual situation and condition.

[.14] Intellectual cooperation

Number discontinued; class in 001.1

The number .14 enclosed in square brackets indicates that the number has been discontinued.

.2 Scholarship and learning

Intellectual activity directed toward increase of knowledge

Class methods of study and teaching 371.3; scholarship and learning in specific discipline or subject, for example, in the humanities 001.3, in history 900

For *research*, see 001.4

See manual at 500 vs 001

.3 Humanities

Including relative value of science versus the humanities

.4 Research

.42 Research methods

.422 Statistical methods

.422 2 Collection of data

All the above numbers from **.1** to **.4** are subdivision of class number 001. So the class number for *Intellectual life* will be 001.1, for *Scholarship and learning* 001.2, for *Humanities* 001.3 and for *Research* 001.4.

Class number of *Research* is **001.4** and class numbers under Research are **.42, .422, and .422 2** which stand for *Research methods, Statistical methods,* and *Collection of data* respectively. You will observe that the notational hierarchy is expressed by the length of the notation. Notation at any given level are usually subordinate to a class whose notation is one digit shorter; coordinate with a class whose notation has the same number of significant digits; and super ordinate to a class with numbers one or more digits longer. For example, Class number for research is 001.4 and class numbers for subdivisions of research are as follows:

001.4 Research

001.42 Research methods

001.422 Statistical methods

001.422 2 Collection of data

Let us see another example demonstrating this notational hierarchy:

600 Technology

630 Agriculture and related technology

636 Animal husbandry

636.2 Cow

636.3 Sheep

“Cow” and “Sheep” are more specific than “Animal husbandry” and are



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subordinate to Animal husbandry. They are equally specific (i.e., are coordinate) with each other “Animal husbandry” is less specific than “cow” and “sheep” and is super ordinate to “cow” and “sheep”.

RELATIVE INDEX AND MANUAL (VOLUME 4)

Volume 4 consists of Relative Index and a Manual. Manual is a guide to the use of DDC. The Manual discusses problem areas in the application of DDC. Information in the Manual is arranged by the numbers in the Tables and Schedules.

Relative Index is alphabetical list of all the subjects given in Schedules and Tables in The Volume I, 2, and 3. This index not only arranges the concepts and their terms in an alphabetical sequence, but also shows relation between the terms and contexts in which the subject appears in the schedule. It is a key to the schedules as well as an independent approach to classification. The index is relative, as it brings together a subject and various aspects of the subject under the same heading which are scattered in the schedules according to the disciplines.

For example, under the term eggs you will see many aspects and sub aspects of eggs as shown below:-

Eggs	591.166
Animal feed	636.087 6
Cooking	641.674
Food	641.375
Processing	637.5
Zoology	591.166

The Index, has tried to include all possible subjects under main divisions, so that the classifier feels easy to search out the possible subjects under the alphabetical list of relative index. Thus, the Relative Index is helpful tool in the process of classifying. The number given in the index is a readymade number.

For example, if you see the term ‘Diseases’ in the index, you will find the following entries:

Diseases (Biology)	574.2
agriculture	632.3
animal husbandry	636.089 6
animals	591.2
plant husbandry	632.3

plants	581.2
veterinary medicine	636.089 6
Diseases (Human)	362.1
geriatrics	618.97
gynecology	618.1
incidence	614.42
medicine	616
pediatrics	618.92



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In the above example, readymade numbers are available for *diseases of old people* (geriatrics) and *diseases of children* (pediatrics). Similarly, readymade numbers are available for *diseases of plants and animals* under biological sciences as well as under agricultural sciences (plant husbandry and animal husbandry).

For learning to classify from DDC, we will classify some general books, wherein we do not require the use of tables. For classifying such books, all the three summaries given in Volume 2 and ‘Relative Index’ in Volume 4 will be sufficient.

We will classify some books practically. For example:

Title 1: Algebra 512

Here the title of the book is expressive and simple to determine the subject. Algebra is the branch of Mathematics. In Second Summary, we get the number 510 for Mathematics. In Third Summary, subject Mathematics is further sub divided from 510 - 519. Class number for algebra is 512. The class number of the book will be 512. This book can also be classified with the help of Relative Index.

Title 2: Cultivation of Fruit Crops 634

Crops cultivation comes under ‘Agricultural Sciences’. We get class number 630 for agriculture and related technologies in Second Summary. Agriculture is further sub divided into 630-639 and we get number 634 for fruit crops. So the class number for the above title will be 634.

Title 3: Social Change 303.4

Social change is a branch of sociology. In Second Summary, we get the number 300 for *Social Science* and on checking the Third Summary we get the number 301-309 for *Sociology*. Therefore, we get the number 303.4 for *Social Change* in the Schedule as subdivision of number 303. The class number for the above title is 303.4.

Now classify the following books with the help of the Three Summaries, Relative Index and the Schedules and tally with the classified numbers given against each title.



Notes

A book on Vocational Education	370.113	Public Libraries	027.4
Text Book of Biochemistry	574.192	Plant Breeding	631.53
Introduction to Library Operations	027.7	Animal Physiology	591.1
Text Book of Bacteriology	589.9	Biophysics	574.191
Physiology of Lungs	612.2	Buddhism	294.3
Book Selection in Public Libraries	025.21	Organic Chemistry	547
Vegetable Garden Crops	635	Vegetable Oils	665.3
Historical Geology	551.7	Paleontology	560
Text Book of Genetics	575.1	Income Tax Law	343
Handbook of Industrial Relations	331	Whole Sale Trade	381.2
Types of Book Binding	686.3	Industrial Law	343
Human Physiology	612.11	Agricultural Libraries	026.3
Hand Book of Horticulture	635	Geomagnetism	538.7
Keyboard Instruments-Pianos	786.2	Geometric Shapes	516.4
Philosophy of Science	501	Pre-School Education	370
School Safety Programs	371.77	Politics and Religion	322.1
A Book on Italian Poetry	851	Fossil Invertebrates	562
History of Egypt & Sudan	962	World History	909
Political Science	320	Political Parties	324.5
Political Rights	323.5	History of Asia	958

EXERCISES FOR PRACTICE

1. System Analysis
2. General Subject Encyclopaedia
3. A Book on Critical Philosophy
4. Text Book of Applied Psychology
5. A Book of Western Philosophy
6. Hand Book of International Relations
7. A Book on Industrial Relations
8. Income Tax Law
9. Public Administration
10. Adult Education
11. Text Book of Physics
12. Applied Linguistics
13. Natural Sciences
14. Cartography

15. Text Book of Chemical Physics
16. Encyclopaedia Americana
17. Horticultural Sciences
18. Hand Book of Sericulture
19. Introduction to Epistemology
20. School Libraries
21. Text Book of Engineering
22. Plant Physiology
23. Educational Institutions
24. University Education
25. A Book on Computer Programming
26. Role of Public Libraries
27. A Book on Vocal Music
28. Text Book of Geology
29. Handbook of Applied Mathematics
30. Earth Sciences of Asia
31. Modern Physics
32. A book on Analytical Chemistry
33. Text Book of Geophysics
34. A Manual on Vegetable Gardening
35. Cold Blooded Vertebrates
36. Paleozoology
37. English Literature
38. Indian Architecture
39. Historical Geography
40. Ancient Philosophers
41. Dictionaries
42. Paleobotany
43. School Systems
44. A Compilation of Spanish Essays
45. General Principles of Music Forms
46. Pulp & Paper Technology
47. Crystallography
48. Fossil Birds
49. Food Technology
50. History of India



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PART 2

LIBRARY CATALOGUING



Notes

PART- II

CATALOGUING



Notes

INTRODUCTION

Library

The term “Library” is used for a collection of books and other non-book materials which have been kept for reading, study and consultation.

Library Catalogue

The collection which is kept in a room or rooms or in a building for use can be used with the help of a Library catalogue. Library catalogue is a list of reading materials available in the holdings of a library or group of libraries.

In order to provide access to the holdings of a library, an index or list of the materials is always prepared and maintained systematically for the readers. This list or index or tool is basically called a library catalogue.

Library catalogue is not merely listing of various documents owned by a library but it contains many such details which are useful for the users of the catalogue. Among these details are author, title, edition, place of publication, publisher and year of publication. Also information regarding physical details like pages, size, illustrations, etc. is also given if need be.

Besides the above mentioned information, the catalogue also bears some location mark, usually in numerical form, by which documents can be located on the shelves of the library.

Need for a Library Catalogue

A library acquires many documents. These include books and non-book materials. The purpose behind the procurement of these documents is to make these available to their users.

We can very well imagine as to what will happen if these documents are not organised properly. Even if they are organised on shelves properly, no reader or staff member will be able to know as to what books are available in a library.

It is, therefore, essential that each document is enlisted in such a manner that user’s approach is met with. The library catalogue thus created serves as a key to the holdings of a library.

According to Prof. Girja Kumar and Prof. Krishan Kumar, “A library without a catalogue is like a town which has been developed without a plan. Without it, it would not be possible to know what is available and where. It is a key to the resources of a library.”

Functions and Objectives of a Library Catalogue

According to Dr. S.R. Ranganathan the functions of library catalogue should be to:

1. Disclose to every reader his or her documents.
2. Secure for every document its reader.
3. Save the time of the reader for this purpose.
4. Save the time of the staff.

Charles Ammi Cutter described the under mentioned functions of a library catalogue in 1876 when he published the first edition of his 'Rules for a Dictionary Catalogue'. According to him, a catalogue should:

1. Enable a person to find a book of which either
 - A. Author, or
 - B. Title, or
 - C. Subject is known
2. Show what the library has
 - D. By a given author
 - E. On a given subject
 - F. In a given kind of literature or form of material
3. Assist in the choice of a book as to its
 - G. Edition and
 - H. Character

Catalogue Codes

A catalogue code is a set of rules for guidance of cataloguers in preparing entries for catalogues so as to ensure uniformity in treatment. These codes may also include rules for subject headings, filing and arranging of entries. *Classified Catalogue Code* by SR Ranganathan and *Anglo-American Cataloguing Rules* (Edition 2) are examples of such catalogue codes.



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SECTION – A
CLASSIFIED CATALOGUE CODE
(CCC)

SECTION – A

CLASSIFIED CATALOGUE CODE (CCC)



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The classified catalogue code (CCC) is one such code of cataloguing. This code (CCC) is probably the only code of cataloguing which is having classified approach to document. This code which is Indian in nature was formulated by Dr. S.R. Ranganathan, the father of Library Science in India in 1934.

Dr. S.R. Ranganathan was of the firm belief that a subject approach through a classified catalogue is more helpful in satisfying the users need. This led to the formulation of “Classified Catalogue Code.”

The first Part of this aspect of practical manual consists of cataloguing practice according to Classified Catalogue Code.

Library Cataloguing

Cataloguing can be defined as the process of making entries of documents. It is an art by which we record each and every document in the library.

Entry

‘An entry is a single record of a document. For every single document many entries may be prepared. The number of entries usually depend upon the different possible approaches by which users look for it in the library catalogue’.

The entries are of two kinds, namely, main entry and the added entries.

Main Entry

The entry which gives full information about a particular document is called the Main Entry. Dr. S.R. Ranganathan says that ‘as its name implies, the main entry is the basic entry for the document and all the other entries are derived from it. It gives us more information about the document than any other entry.’

Added Entry

An added entry is the secondary record of a document other than the Main Entry. The AACR-II Glossary defines it as ‘an entry additional to the main entry, by which an item is represented in the catalogue’. Added entries may be prepared under joint author(s), the collaborator(s), (i.e., translator, editor, illustrators, reviser, adapter, etc.), the title, the series or under any other specification. These entries assist the users, who may look under these



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headings to know whether the designed document is available in the library and if available what is its relative location alongwith other documents on the library shelves.

Kind of Added Entries

Class Index Entries

Book Index Entries

Cross Reference Index Entries

Cross Reference Entries

Let us now know about the details to be provided in each type of entry.

Main Entry

The Main Entry (ME) is a basic record for a given document. It is usually prepared under the name of the author. But in classified catalogue it starts with the Call Number of the document. The Main Entry provides maximum information about the document. Each document gets one main entry.

The necessary information which should be available in the Main Entry should consist of:

Subject

Author

Title

Edition

Collaborators, if any, (i.e., Editor, Translator, Illustrators, Assistant, etc.)

Series

Other Notes

Accession Number

Tracing

Based upon the above mentioned information, the main entry is to consist of the following sections:

Leading Section

Heading Section

Title Section

Note Section

Accession Number Section, and

Tracing Section

Tracing, to be provided on the back of Main Entry card, indicates what additional added entries have been prepared.

Leading Section (ME) (Chapter MC)

- Consists of the Call Number of the book (Class Number + Book Number + Collection Number, if any)
- There are to be two spaces between Call Number & Book Number
- Should be written from first vertical on the leading line
- All continuation lines are to be made from the first vertical or first indention
- Call Number should always be recorded with pencil

Heading Section (ME) (Chapter MD)

- The heading section is to consist of the name(s) of author(s).
- Surname is to be recorded first with block letters followed by forename and is to be enclosed within circular brackets.
- Date of birth and date of death of an author is to be recorded in another circular bracket. In between the dates there is to be a dash.
- Heading Section starts from second indention and continues from first indention.
- Descriptive element is to be underlined and preceded by a comma. First letter of each word is to be in capital letters
- All words and numbers in an entry are to be in library hand, with letters and digits detached from one another
- Heading Section is to consist of the
 - name of personal author
 - name of joint personal author(s)
 - name of corporate author
 - name of Joint Corporate author(s)
 - name of the Collaborator
 - name of Joint collaborator(s), etc.
 - title of the document

Title Section (ME) (Chapter MD)

- Title Section consists of title, sub-title, and information regarding "Edition" and collaborator(s)



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- Sub-title is to be written after title main. First letter of the sub title is to be in capital letters. In between the title and sub title there is to be a colon (:)
- Any initials articles (i.e., a, an, the) from the title main are to be removed
- Edition's information is to be given only in case of the Second and later editions and having specific information
 - Information about second and later editions is to be rendered by putting appropriate edition number after the word 'Ed 3.'
 - Third edition is to be rendered as "Ed 3."
 - Revised third edition is to be rendered as "Rev ed 3."
- In case of translation, the specification of the original, if any, is to be given
- Title section starts from second indention and continuation is to be made from first indention.

Note Section (ME) (Chapter MF)

Note section is the fourth section in the Main Entry and rendered after title Section. Note Section starts from Second indention and continues from first indention. The note section is to consist of the following types of notes:

- Series note
- Multiple series note
- Extract note
- Change of title note
- Extraction note, and
- Associated book notes
- If there are two or more kinds of notes, these are to be mentioned in the Main Entry in the sequence indicated above in separate sections. However, in some books no note may be used.
- Note section starts from the second indention and continues from the first indention of the catalogue card.

Accession Number Section (ME) (Chapter MG)

- Accession Number Section is the fifth Section for the main Entry.
- Accession Number which is an individual and exclusive number of a document is recorded at the verso or back of the title page of a document. It should be taken from back of the title page and should be given on the last horizontal line, starting from the first indention of the Main Entry Card.

- In case of multiple copies of the same document and Multi-volumed documents, there are to be many accession numbers. The consecutive with a dash and broken numbers should be separated by a comma.
- Accession Number is a permanent record number, hence should be recorded with ink



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Tracing Section (ME) (Chapter MH)

Tracing Section is given on the back of the Main Entry Card. It indicates details of other entries in addition to Main Entry that have been prepared for the given document, viz.

- 1) Class Index Entries
- 2) Book Index Entries
- 3) Cross Reference Index Entries
- 4) Cross Reference Entries

The back of the Main Entry Card is to be imagined to be divided into two halves. The Left half and the right half. On the left half the information of Cross Reference Entry is to be given. The right half is imagined to be divided horizontally into three parts. The space in each part may be adjusted considering the number of headings to be accommodated in each part. “

The Class Index Entries are placed in the upper part. The Book Index Entries and Cross Reference Index Entries are placed in middle and lower parts respectively. The continuation of information is to be started on the next line leaving two spaces.

A sample illustration of Tracing Section of a book is given below:

CRE (Cross Reference Entry)	CIE (Cross Reference Entry)
	BIE (Book Index Entry)
	CRIE (Cross Reference Index Entry)

Added Entries

To meet its varied purposes, a library catalogue has to provide more than one entry for a book. The different entries of a book are usually distinguished and named after what they begin with. For example, an entry of a book beginning with the name of its author is called its author entry. The one beginning with the title of the book is called title entry. Similarly, we can have Translator Entry,



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Editor entry, Reviser Entry and so on. Any such entry, beginning with the name of a person other than the author and yet associated with the author in presentation of the work, is denoted by the generic term Collaborator Entry. Finally an entry of a book, beginning with the name of its specific subject, is called its specific Subject Entry.

As the Main Entry of a document cannot satisfy all the approaches, the above mentioned additional entries are prepared. These are known as Added Entries.

According to Classified Catalogue Code there are following added entries in addition to the Main Entry:

Cross Reference Entry (Chapter MJ)

Class Index Entry (Chapter K)

Book Index Entry (Chapter M K)

Cross Reference Index Entry (Chapter I)

Cross Reference Entry (Chapter MJ)

It is a kind of specific added entry. It refers to a (or is to reveal) portion of a document as particular information/subject laying hidden in a document, may be missed by the readers.

The important function of CROSS REFERENCE ENTRY is to bring to the notice of the users that information which may not occur as an independent document.

It is quite possible, this may be the only information on the subject available in the library. If it is not provided through the cross reference entry, the users may fail to get it.

Cross Reference Entry of a simple book consists of the following sections (Chapter MJ):

- 1) Leading Section
- 2) Second Section
- 3) Locus Section

Leading Section (CRE)

Leading Section consists of the class number of the subject from which the document is referred (i.e., guest document). The class number of the part of document has already been assigned by the classifier on the verso of the title page in addition to the class number assigned to the Host document.

Note: Class Number is to be written from 1st indention and with pencil.

Second Section (CRE)

This Section of Cross Reference Entry is to consist of the directing element '*See also*' and it will be underlined.

Locus Section (CRE)

Locus section is to consist of the Call Numbers of the Main Entry (Host document); the heading of the Main Entry (In case of personal author only entry element) and the short title followed by a full stop, and the specifications of the place of occurrence of the host document in terms of 'Sec', 'Chap', 'Part' and 'P' etc. Each of these, i.e. Call Number, Heading, and short title are provided in separate sections.

A few illustrative cross reference entries are shown below:

	B9:	6
		AGARWAL A strophysics. See B Ma JOSHI, Ed. Horizons of Physics. P 25:54.

	2:9	(X: 9) Y7
		KAULA Documentation in Social Science See 2: 97 N63 Ranganathan, Ed. Documentation and its facets. ChapF6.



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	X:2	GHOSH
		India at the cross road of economic policy See X:2 N3 THAKER,Ed. Glimpses of the world economy. P119-125

Class Index Entry (Chapter K)

A class index entry is that subject entry which refers a reader from the name of a class to its class Number. 'The object of class Index entries is to inform the reader about the Class Number under which he can find reading-material on the specific subject in which he is interested'. It acts as an alphabetical index to its classified part of the catalogue in a classified catalogue. A majority of library users do not understand the meaning of class number, therefore, they need an aid to make effective use of the classified part in the form of an index.

A Class Index Entry consists of the following sections:

- 1) Leading Section
- 2) Second Section
- 3) Index Number

Leading Section (CIE)

Leading Section of a Class Index Entry consists of Class Index heading (i.e., Subject heading). These entries are derived through 'Chain Procedure'.

Second Section (CIE)

Second Section of a Class Index Entry consists of the following Directing Words:

For documents in this Class and its Sub-divisions, see the Classified Part of the catalogue under the Class Number —

Index Number (CIE)

The Index Number of a Class Index Entry consists of the Class Number representing the term in the Heading Section.

- Note: 1) The Directing element is not to be underlined
2) Class Number in Class Index Entries is to be written in pencil
3) If there is space after the directing element, the class number may be written on the same line otherwise it may be written on the next lower line and on the right.



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CIE

	ECONOMICS
	For documents in this Class and its Sub divisions, see Classified Part of the catalogue under the Class Number X

CIE

	LIBRARY SCIENCE
	For documents in this Class and its Sub-divisions, see the Classified Part of the catalogue under the Class Number 2

Methods to Derive Class Index Entries

There are various methods of deriving subject heading such as Subject Heading Lists, Chain Procedure, etc.



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Chain Procedure

The chain procedure is one of the important methods of deriving subject headings. It is based on the class number of the document. Dr. S. R. Ranganathan has devised this procedure which is also known as Chain Indexing. It is more or less mechanical way to derive class index entries from a chain which can also be used to prepare subject headings for a dictionary catalogue.

For example, the class Number taken from *Colon Classification* of Dr. S. R. Ranganathan from which subject headings are to be derived may be represented in the form of a chain in the following manner:

Class Number 0111, J64, 6 = Macbeth

0	=	Literature	(Sought-Link)
01	=	Indo-European Literature	(Un-sought-link)
011	=	Teutonic literature	(Un-Sought -Link)
0111	=	English Literatures	(Sought Link)
0111	=	False link	(False Link)
0111,2	=	English Drama	(Sought -Link)
0111,2J64	=	William Shakespeare	(Sought Link)
0111,2J64,	=	False link	(False Link)
0111, 2J64, 6	=	Macbeth	(Sought Link)

Types of Links in Chain Procedure

You can see from the above mentioned example that there are various types of links. These are given in Chapter KB of Classified Catalogue Code.

Only Sought Links are used for deriving Class Index Entries. False links are those which are mainly connecting symbols, or a class which does not represent a subject. Unsought Links are those on which reading materials not likely to be sought by the readers.

Book Index Entry (Chapter MK)

It is a specific added entry. The purpose of this entry is to satisfy different specific approaches for a document (such as title, collaborator(s), editor, translator, illustrator, compiler, assistant etc., besides series of the document).

A Book index Entry consists of the following sections:

- (1) Heading Section

(2) Second Section

(3) Index Number Section

Heading Section (BIE)

Leading Section of a Book Index Entry is occupied by the Heading derived from the various Sections of the Main Entry.

Second Section (BIE)

The Second Section of a Book index entry may have title and other such information. This will depend upon the nature of heading occupying the leading section.

Index Number Section (BIE)

This section consists of Call Number of the document as in Main Entry.

The Book index Entry according to CCC is of following types, viz.

- Author entry
- Joint author entry
- Collaborator entry
- Joint-Collaborator entry
- Series entry
- Title entry

BIE (Author)

	ARUN KUMAR and SHARMA (Rachna)
	Financial management. X56: 8 M98 34



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BIE (Joint Author)

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	SHARMA (Rachna) and ARUN KUMAR
	Financial management X56: 8 M98

BIE (More than two Author)

	KULIK (James A) and others.
	Undergraduate education in Psychology. S M98

BIE (Collaborator)

	SHOENBERG (D), Tr.
	Landau and Lifshits: Statistical Physics. C L 2

BIE (Joint Collaborator)

	NELSON (WA) and WEBSIER (KT), Ed.	
	Arora : Physics.	C L2



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BIE (More than two Collaborator)

	SHOENBERG (D), Tr. and others	
	Landau and Lifshits: Statistical Physics.	C L2

BIE (Series)

	WORDSWORTH BIOLOGY SERIES	
	10 Salisbury: Plant Physiology.	J : 3 N2

BIE (Title)

	ANIMAL FARM.	
	By Orwell.	0111, 3 N03 H6

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Cross Reference Index Entry (Chapter L)

Cross Reference Index entries are prepared generally under the headings which are not covered by Main Entry or a Book Index entry. The purpose of CRIE is to direct the approaches of the readers which have not been chosen as the heading of ME or BIE to the heading under which these entries have been provided.

Cross Reference Index Entries, according to classified Catalogue Code, are as under:

- Alternative Name Entry
- Variant form of word entry
- Pseudonym -Real-Name entry
- Editor of the Series entry
- Generic name entry.

A Cross Reference Index Entry is to consist of the following Sections.

- 1) Leading Section
- 2) Directing Section
- 3) Referred to Heading Section

Leading Section (CRI E)

It consists of the name of a person or corporate body or a title or a subject heading

Directing Section (CRIE)

Directing Section of CRIE may consist of the directing word 'See' or 'See also'.

Referred-to-Heading Section (CRIE)

Referred to heading is usually the name of a person, a series, a document or a geographical entity.

Let us now know about various kinds of CRIEs.

Alternative Name Entry (CRIE)

It is prepared for all the possible Alternative Names by which a person or corporate body, a geographical entity, any series, etc. is known. Example.

	PRASAD (Rajendra) (1884-1963)
	See Rajendra Prasad (1884-1963).

	SAADAT HASAN MANTO.
	See MANTO (Saadat Hasan).

Variant Form of Word Entry (CRIE)

The name of a person, or corporate body, etc. if written in variant forms should be provided an entry by using the different variant as heading. Example:



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	AGARALWAL.
	<p><i>See also</i></p> <p>AGRAWALA, AGGARWAL. AGGARWALA. AGRAWAL.</p>

	RANGANATHAN.
	<p><i>See also</i></p> <p>RANGANADHAN. RANGANADHAN. RUNGANATHAN.</p>

Pseudonym-Real Name Entry (CRIE)

This type of entry is prepared in case of the author assuming a false or fictitious name different from the real name.

- If Pseudonym appear first in the heading of Main Entry, the Heading of Cross Reference Index Entry is to be prepared under Real Name.
 - If the Real Name appear first in the heading of the Main Entry, the heading of Cross Reference Index Entry is to be prepared under pseudonym.
- Example:

	EVANS (Mary Ann).
	<i>See</i> ELIOT (George), Pseud.



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	GAMES(Marry).
	<i>See</i> BROWN (George), Pseud.

Editor of Series Entry (CRIE)

If there is to an Editor of the series, Entry using the name(s) of the editor(s) is to be prepared occurring in the series note in Main Entry of a document.

- In case of the joint editors, an editor of series entry is to be prepared for each of permuted sequences of the names of the editor(s) of series(s).
- Reference to Heading of an editor(s) of the series is to be the name of the series found in the series note of the Main Entry.



Notes

Example:

	LAKIN (Martin), Ed.
	<i>See</i> MEDICAL ETHICS SERIES.

	STAIN (Myrry), Ed.
	<i>See</i> TORONTO STUDIES IN RELIGION.

	VAN (NA),Ed.
	<i>See</i> SERIES IN LIBRARY AND INFORMATION SCIENCE.

Generic Name Entry (CRIE)

Sometimes library users are facing problems in locating a material which may have been indexed under different form. Often the official form of names of many institutions and conferences are not the same as the names in popular usage. Therefore, a cross reference index entry under a generic name would be appropriate to correlate all such approaches and would help the readers to save their time.

The Heading of Cross reference Index entry would consist of the generic term such as University, College, Library, Museum, Conference, etc.

Example:

	UNIVERSITY.
	<i>See also</i> UNIVERSITY OF DELHI.

	CONFERENCE.
	<i>See</i> PLANT PATHOLOGIST CONFERENCE (Udaipur) (1969).

Single personal Author

Classified Catalogue Code (CCC) of Dr. S.R. Ranganathan defines a personal author as “a Person, as author, the responsible for the thought and expression constituting the work resting solely on his private capacity and not on the



Notes



Notes

capacity of any office being held by him within a corporate body, nor on the capacity of that body”.

According to the above definition, if the single person is an author, then the name of a personal author is to become the heading of a main entry. In rendering the name, the elements in the name shall be given in the following order:

Entry element, secondary element and individualizing element.

Example:

FARUQI (Khalid Kamal)

RANGANATHAN (S R) (1962-1972)

SHAKESPEARE (William) (1564)

ANSARI (M M A)

In rendering the name of the person, honorific wards (i.e. Sir, Raisaheb, Padma Bhushan, Padma Shri and degrees i.e. Or, Ph.D, MA, etc. are not considered and are ordinarily omitted.

The choice of Heading would depend upon the nature of information available on the Title page of the document. If the name of single personal author appears on the title page of the document and if He/She is responsible for the thought content of the document in his personal capacity, his/her name is to be chosen as heading of the Main Entry of the document.

EXAMPLES

Title 1 (CCC)

Rendering of Single Personal Author (Hindu Name)



Notes

The Changing Concept of Reference Service

By
Suseela Kumar

**Vikas Publishing House Pvt. Ltd.
Delhi
2004**

Other Informations

Call No. : 2:7

P04

Ace. No. : 27422

Series : Sarada Ranganathan Lectures 7

Main Entry



Notes

	2:7	P04
	27422	SUSEELA KUMAR. Changing concept of reference service (Sarada Ranganathan Lecture. 7)

BIE (Author)

		SUSIEELA KUMAR.
		Changing concept of reference service 2:7 P04

CIE

		LIBRARY SCIENCE
		For documents in this Class and its sub-divisions see the classified part of the catalogue under the Class Number 2

CIE

	REFERENCE SERVICE
	For documents in this Class and its Sub- divisions see the Classified Part of the catalogue under the Class Number 2.7



Notes

BIE (series)

	SARADA RANGANATHAN LECTURE 7
	7 Suseela Kumar : Changing concept of reference service. 2:7 P04



Notes

Title 2 (CCC)**Rendering of Single Personal Author (Muslim Name)**

Library and Information Science (A Question Bank Approach)

By

**Khalid K. Faruqi
Deptt. of Lib. & Inf. Science
Jamia Millia Islamia
New Delhi - 110025**

**CBS Publishers & Distributors
4596/1 A, 11 Daryaganj, New Delhi-110002 (India)**

Other Information

Call No. : 2
N6
Acc no. : 164808
Pages : XII, 377 P.
ISBN : 81-239-0459-Z

Main Entry

2 N 6		
	164808	FARUQI (Khalid Kamal). Library and information Science: A question bank approach.



Notes

Class Index Entry

		LIBRARY SCIENCE
		For documents in this Class and its Sub-divisions see the classified Part of the catalogue under the Class Number 2

Book Index Entry

		FARUQI (Khalid Kamal).
		Library and information science. 2 N6



Notes

Title 3 (CCC)

**Rendering of Single Personal Author
(Christian Name)**

**Astronomy
(A Physical Perspective)**

**By
Marc L Kutner**

**Harper & Row Publishers
New York
2017**

Other Information

Call No. : B9

P17

Ace No. : 12222

Main Entry



	B9	P17
		KUTNER (March L). Astronomy: A practical perspective.
	12222	

Notes

CIE

	MATHEMATICS	
		For documents in this Class and its Sub- divisions see the Classified Part of the catalogue under the Class Number.
		B

CIE



Notes

	ASTRONOMY	
	For documents in this class and its Sub-divisions see the Classified Part of the catalogue under the Class Number.	B9

BIE (Author)

	KUTNER (Marc L).	
	Astronomy.	B9M7

Title 4 (CCC)

Rendering of Personal Author (s) with Collaborator



Notes

Elements of Algebra

Second Edition

By

Leonhard Euler
Translated by
John Hewlett

Springer Verlag
New York 2012

Other Information:

Call No. : B2

P12

Ace No. : 2222

Main Entry



Notes

	B2	P12
		EULER (Leonard). Elements of Algebra Ed 2. Tr by John Hewlett.
	2222	

Class Index Entry

		MATHEMATICS.
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number B

		ALGEBRA
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the class Number B2

	EULER (Leohard)	
	Elements of algebra,	B2 L2

BIE for (Translator)

	HEWLETT(John), Tr.	
	Euler: Elements of Algebra.	B2 L2



Notes

Two Personal Author

In case the names of two personal authors appear on the title page of the document and both of them are equally responsible for the thought content of the document, both of them are to be chosen for heading of the Main Entry.

According to Classified Catalogue Code (CCC) of Dr. Ranganathan 'In case of Main Entry, if the title page contains names of two and only two Joint authors, both the names are to be used [written] in the sequence in which they [appear] occur in the title page with the conjunction 'and' connecting them'.



Notes

Title 5 (CCC)

Rendering of Two Personal Author

**Research Methods in
Librarianship
Techniques and
interpretations**

By

**Charles H Busha
Stephen P Harter**

**Academic Press, Inc.
New York
2010**

Other Information

Call No. : 2 P10

Ace No. : 21212

Note : It has a series named Library and information Science No. 5

Main Entry

	2	P10
	212 12	BUSHA (Charles H) and HARTER (Stephen P). Research methods in librarianship techniques and interpretations. (Library and information Science 5).



Notes

Class Index Entry

	LIBRARY SCIENCE	
		For documents in this Class and its Sub divisions see the Classified Part of the catalogue under the Class Number 2

BIE (Author)

	BUSHA (Charles H) and HARTER (Stephen P).	
		Research methods in librarianship techniques and interpretations. 2 P10

BIE (Author)



Notes

	HARTER (Stepen P) and BUSHA (Charles H).
	Research methods in librarianship techniques and interpretations. 2 P10

BIE (Title)

	RESEARCH METHODS in librarianship techniques and interpretations.
	By Busha and Harter. 2 P10

Series

	LIBRARY AND INFORMATION SCIENCE 5
	5 Busha and Harter: Research methods in librarianship techniques and interpretations 2 P10

**Title 6 (CCC)
(Two Personal Authors)**



Notes

Financial Management Theory and Practical

**By
Arun Kumar
Rachana Sharma**

**Atlantic Publishers and Distributors
New Delhi
2015**

Other Information

Call No. : X56: 8
P15

Ace No. : 5678

Pages : V,629P

Size : 24 Cm

ISBN : 81-7156-729-0

Main Entry



Notes

	X 56	:8 P15
		ARUN KUMAR and SHARMA (Rachna). Financial management: Theory and practice.
	56898	

CIE

		ECONOMICS.
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number. X

CIE

		COMMERCE.
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number X5

CIE



	MANAGEMENT	
	see the Number	For documents in this Class and its Sub-divisions Classified Part of the catalogue under the Class X56

Notes

BIE (Author)

	ARUN KUMAR and SHARMA (Rachana).	
		Financial Management. X56:8 P15

BIE (Author)

	SHARMA (Rachana) and ARUN KUMAR.	
		Financial Management. X56: 8 P15

BIE (Author)



Notes

	FINANCIAL MANAGEMENT	
	By Arun Kumar and Sharma	X56: 8 P15

Three or More Personal Authors

In case of a book written by three or more personal authors, the reader generally does not remember all the names and often refers the book by the author whose name is mentioned first on the title page of a document.

Dr. S. R. Ranganathan prescribes that if the title page contains the names of three or more joint authors, the name of first mentioned author, alone is to be used as heading and the word 'etc.' is to be added thereafter. However according to the amendment brought out by Ranganathan in CCC the word etc. was replaced by the word 'and others'.

A Book Index Entry is to be prepared for the author mentioned first on the title page of the document alongwith the word 'and others'.

Title 7 (CCC)
Rendering of Three or More Authors



Notes

Introduction to Political Science

By

**John King Gamble
Zachary T Irwin
Charles. M Redenius
James W Weber**

**Prentic-Hall, Inc.
New Jersey - 07632
2017**

Other Information

Call No.: W

P17

Ace No. : 71717

Main Entry



Notes

	W	M71
		GAMBLE (John King) and others. Introduction to political science.
	71717	

CIE

		POLITICAL SCIENCE.
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
		W

BIE

		GAMBLE (John King) and others.
		Introduction to political science.
		W P17

Exercises For Practice

(Prepare all possible entries according to
CCC for the following publications)



Notes

Title 1 (CCC)

Classified Catalogue Code

With Additional Rules for Dictionary Catalogue Code

By

S. R. Ranganathan

Assisted by

A Neelameghan

**Asia Publishing House
Bombay, Calcutta, New Delhi**

Other information

Call No : 2: 55 N3

N64

Acc No : 2552

Pages : 644 P

Series : Ranganathan Series in Library Science

No 2.

Title 2 (CCC)



Notes

A guide to Earth History

Richard Carrington

**2016
Chatto & Windus
London**

Other Information

Call No. : H 2

P16

Ace No : 26262

Title 3 (CCC)



Notes

Instrumentation, Measurement And Feedback

By

Barry E Jones

Deptt of Electrical Engineering

University of Manchester

Tata McGraw-Hill Publishing Co., Ltd.

New Delhi

2008

Other Information

Call No. : D66

P08

Ace No : 66866

Pages : V.283P.

Size : 23.5cm

Title 4 (CCC)



Notes

AGRICULTURE

The Science and Practice of British Farming

By

Hanes A.S. Wantson
and
Lames A More

Third Edition

Oliver and Boyd
Edinburgh
2013

Other Information

Cell No. : J

P13

Ace No. : 333311

Page : VI,215

Title 5 (CCC)



Notes

Springer Series in Statistics

Theory of Attribute

By

**R S Gavin
J S Ross**

Second Edition

**Springer- Verlag
New York -1990**

Other Information

Call No. : B2818

N 0

Ace No. : 28180

Title 6 (CCC)



Notes

Women Power in India

Prem Lata Pujari
Vijay Kumari Kaushik

Kanishka Publishers
New Delhi
1994

Other Information

Call No. : Y15.44

N94

Ace No. : 44415

Title 7 (CCC)



Principles of Physics

Notes

By
Jerry B Marion
and
William F Hornyak

Third Edition

Saunders College Publishing House
New York - 2004

Other Information

Call No. : C
 : P04
Ace No. : 44144
Series : Saunders Golden Sunburst Series NO.5

Title 8 (CCC)



Notes

CORPORATE FINANCING Energy Options

Edited by

**N C Gupta
M N Kaura
G L Sharma**

Revised Edition

**Anmol Publication
New Delhi – 1991**

Other Information

Call No. : X: 6.44

N1

Ace No. : 64411

Title 9-(CCC)



Notes

THEORY AND PROBLEMS OF ORGANIC CHEMISTRY

Second Edition

By
Hurbert Meislich
Howard Nechamkin
Jacob Sharefkin

McGraw - Hill International Book Company
Singapore - 2003

Other Information

Call No : E5
P03

Acc No. : 53535

Series : Schaum's Outline Series, No.7.
Edited by A V Heuve



Notes

SECTION - B
ANGLO – AMERICAN
CATALOGUING RULES (AACR-2)

SECTION - B

ANGLO – AMERICAN CATALOGUING RULES (AACR-2)



Notes

The AACR-2 was first published in 1978 and has been subsequently revised. The AACR-2 is in two parts and four appendices. Part I provides descriptive rules for preparing catalogue entries and Part II covers details concerning choice of Heading, etc. for the entries. The Appendices contain instructions for Capitalization and list of Standard Abbreviations. An Index is provided at the end of the code for easy reference.

AACR-2 enables construction of a Dictionary Catalogue, where all the entries related to subject, author, joint author(s), title, series, etc. are filed in one alphabetic sequence as per the heading of the entry.

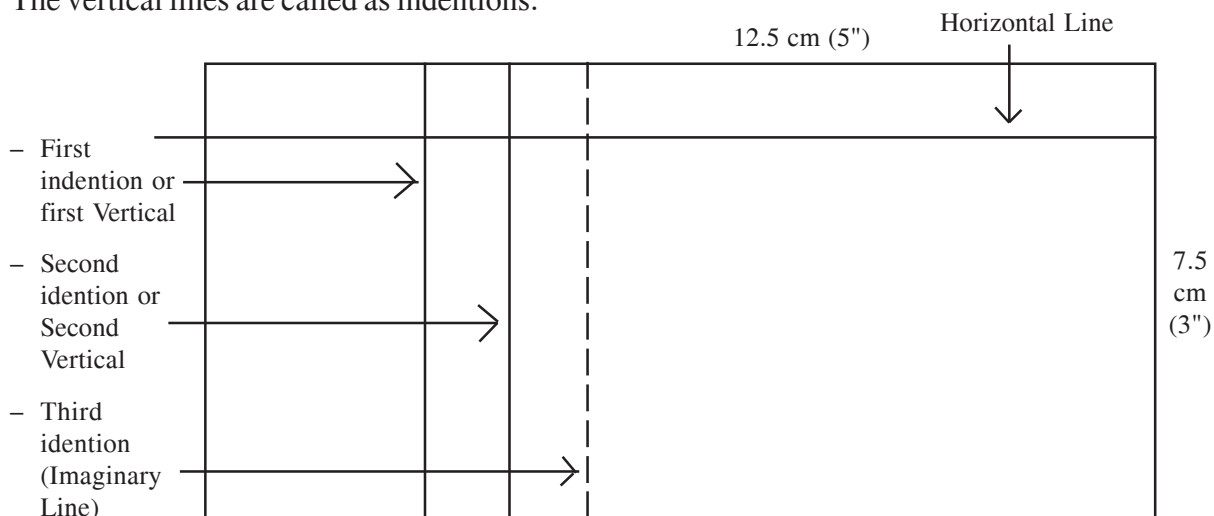
In this *Cataloguing Practice Manual*, we will cover cataloguing according to AACR-2 for simple books only. Main and Added entries are to be prepared for simple books written by single personal author, two personal authors and three personal authors.

Entry Format

Library catalogue in the card form is the most popular physical form of catalogue. In card form, the entries are prepared on cards. Experience shows that the card form is also the most flexible physical form. It can easily be kept up to date. Hence this form is very popular with libraries throughout the world including India.

Style of writing

In the card form, the entry is made on standard size card of 12.5 cm x 7.5 cm or 5" x 3". The ruled as well as unruled cards can be used for the preparation of catalogue entries. The card also has certain vertical and horizontal lines. The vertical lines are called as indentions.





Notes

The specimen card is given below:

In the above illustration, there are three lines, two vertical lines and one horizontal line in colour.

The first vertical line is known as first indention. The second vertical line is known as second indention. The third dotted line is imaginary line and known as third indention. The top most horizontal line is known as heading line in AACR-2.

Levels of description

AACR-2 prescribes three levels of detail in the description depending upon the nature and the size of an individual library.

FIRST LEVEL is brief cataloguing description. It includes only that information which is sufficient to identify a particular document. It is recommended for small libraries.

SECOND LEVEL of description is recommended for medium size libraries.

THIRD LEVEL of description includes all elements prescribed in AACR-2 and is followed by highly specialized libraries. The third level of description is intended for national libraries, research libraries and for those who need detailed cataloguing information.

Here, we will concentrate only on the second level of description.

Type of Entries

AACR-2 recommends the following types of entries.

- Main Entry
- Added Entries
- References

Main Entry

According to AACR-2, the Main Entry is 'the complete catalogue record of an item. The Main Entry is an author entry in AACR-2. In cases where the authorship is diffuse or not known, the Main Entry is prepared under the title. It also includes the tracings of all other headings under which the record is to be presented in the catalogue'.

Added Entry

The AACR-2 defines an added entry as 'An entry, additional to the Main Entry by which an item is represented in a catalogue, i.e., a secondary entry'.

There are different types of added entries, i.e.,

- Joint author (s)
- Editor(s)
- Translator(s)
- Compiler(s)
- Subject
- Title
- Series, etc.



Notes

The number and kind of added entries required by a document depend upon the nature of a particular document and also on the nature of catalogue used in a library.

Reference

Reference is ‘a direction from one heading or entry to another’. There are different types of References in AACR-2.

- See Reference
- See also Reference
- Explanatory Reference

Out of all the references, ‘See’ and ‘See also’ type references are frequently used.

Format of the Catalogue Card & Rules For Description – Books

Elements to be included in the catalogue entry are divided into the following areas:

Class No.	
Book No.	Author's surname, Fore name, d of b — d of d.
ACC No.	<p>Title = paralel title: sub title/First statement of responsibility; each subsequent statement of responsibility. — Edition statement/First statement of responsibility relating to edition. — First place of publication : First Publisher; Date of publication.</p> <p>Pages : i ll. ; size. — (Name of the series)/statement of responsibility relating to series; number of the series).</p> <p>Notes</p> <p>ISBN</p> <p>Tracing</p>



Notes

Call Number

Call number is the combination of class number and book number. Sometimes, a call number may also include a collection number. It is the first item which should be recorded in the upper left hand corner of the catalogue card with pencil. The collection number, if any, is put above the class number.

Accession Number

It should be recorded on the seventh line from the top of the card or fourth line from the bottom.

Author

Author in the entry is indicated by writing the surname first which is followed by a comma (,) and remaining parts of the name (i.e., fore names) are given after leaving one space which is followed by the date of birth and/or death of an author in full, if any, and a full stop. This is written from the first indention and continued from the third indention on the next line.

Title and Statement of Responsibility

The title proper should be recorded exactly as to wording, order and spelling as it is found in the chief source of information, i.e. 'Title Page', but the punctuation and the capitalization found there need not be followed.

Other title information

Record other title information (sub-title, etc.) appearing in the chief source of information. Use space, colon, space between the title proper and other title information. Example:

Cataloguing: theory and practice/ by **S R Ranganathan**

Statement of Responsibility

Record statement of responsibility in the form in which they appear in the chief source of information. If taken from outside, enclose it in square brackets. Statement of responsibility, which are preceded by a diagonal slash, are recorded in the form in which they appear in or on the item. Example:

Cataloguing practice / by S. R. Ranganathan

If there is more than one statement of responsibility, record them in the order indicated by their sequence on or by the layout of the chief source of information. Example:

Computers for everyday life/Roger Hunt and John Shelley

Edition

Edition area consists of Edition Statement, i.e., Statement of responsibility relating to edition, Subsequent edition statement of responsibility relating to subsequent edition statement, etc.

Rule in AACR-2 says that precede this area by a full stop, space, dash and space. Precede a statement of responsibility by a diagonal slash. Precede each subsequent statement of responsibility by a semi-colon.

Transcribe the edition statement as found on the item. Use standard abbreviations and numerals in place of words. Example:

2nd ed., 3rd ed., 4th ed.

New ed.

Rev ed.

Illustrated ed.

2nd rev ed.

Rev and enl ed.

Example:

Economic geography of India / By R. N. Dubey and B. S. Negi. - 14th ed. –

A dictionary of modern English usage H. W. Fowler. – 2nd ed./revised by Ernest Gowers.

Publication Distribution, etc. Area

This area is used to record information relating to place of publisher or publication, distribution, etc., the name of the publisher or distributor and the date of publication, distribution, etc.

Place

If a publisher has offices in more than one place, always give the name of the first place and omit all other places.

If the place of publication, distribution, etc. is uncertain, give the probable place with a question mark in square brackets. Example:

[Delhi?]

If no probable place can be given, give the name of the country, state, province, etc. If it is not certain, give it with a question mark and in square brackets.

Example:

[India]

[Delhi?]



Notes



Notes

If no place or probable place can be given, give the abbreviation s.l. (Sine loco) in square brackets. 'Sine loco' means 'no place' in Latin. Example:

[s.l.] : Vikas, 2012.

Publisher/Distributor, etc., Name

Give the name of the publisher, distributor, etc. following the place(s) to which it relates. Use shortest form in which it can be understood and identified internationally. Example:

Penguin not Penguin Books

John Wiley not Wiley

If a book has two or more places of publication, distribution, etc. and or two or more publishers, record the first named place and publisher.

If the name of the publisher, etc. is not known, the abbreviation s.n. (sine nomine) is given in square brackets. Example:

Delhi : [s.n.]

Date of Publication

Give the year of publication of the edition named in the edition area. If there is no edition statement, give the date of the first edition. If the book is published in subsequent editions, give the year of subsequent editions. Give the year in Arabic numerals preceded by a comma. Example

, 1998

If there is no date, the copyright date or date of printing is given. Example

c 1999

, 1999 printing

If there is no date of publication, distribution, etc., copyright date or date of manufacture can be assigned to an item, give an approximate date of publication. Example

, 1998 or 1999	one year or the other
, [1999?]	probable date
, [between 1980 and 1999]	use only for the dates less than 20 years apart
, [ca.1999]	approximate date
, [199_ __]	Probable decade
, [19____]	Century certain
, [19____]	Probable century

Physical Description Area

Physical Description Area consists of physical description and series statement of the document.

This paragraph starts from the second indentation and continues from the first indentation. This area consists of:

1. Pagination
2. Illustrative matter, and
3. Size of the document expressed in cm.

Pagination

If the book is in a single volume, record the number of pages. Example:

786p.

Xiii, 786p.

If the book is published in more than one physical volume, record the number of volumes as under:

Three volumes as 3v.

Four volumes as 4v.

If a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separate pagination of Roman numbers in volumes other than the first.

Example:

3 v. (viii 2660p.)

If the volumes in a multivolume set are individually paged, record the pagination of each volume in parentheses after the number of volumes.

Example:

2 v. (xx, 328; xii, 415 p.)

Illustrative Matter

The second item of physical description area is illustrative matter. The connecting symbol between pagination and illustrative matter is a colon (:). Indicate the illustrated printed books as “ill”. Illustrations can be Charts, Maps, Music, Plans, Portraits, Samples, etc. Example:

786 p.: ill.

786 p.: ill., maps



Notes



Notes

Size

The third item in this area is the size of the document. The connecting symbol between the illustrative matter and height of the document is semi colon (;). Give the height of the volume in (cm) centimeters, to the next whole centimeter up (i.e., if a volume measures 17.2 cm, record it as 18 cm). Put a semi colon before size. Example:

786 p.: ill. ;18 cm

Series Area

Precede this area by a full stop, space, dash and space. Series statement is recorded in circular brackets. The series statement may consist of name of the series, statement of responsibility relating to series and number of series. Example:

- . - (Ranganathan Series in Library Science)
- . – (Ranganathan Series in Library Science; 4)

Note Area

Notes are given to explain nature, scope, or artistic form of the item. Language of the item, source of the title proper, variation in title, accompanying material, contents, 'with' notes, etc. are also recorded in Note area.

Standard Number

Record the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) for the item being described. Example:

ISBN : 81-239-0459-2

ISBN : 81-239-0447-9

ISSN : 0002-9769

Tracing

Tracing is 'the record of the heading under which an item is represented in the catalogue'. The information about added entries should be recorded in a paragraph starting from the second indentation.

WORKS OF PERSONAL AUTHORSHIP

A Personal author is 'the person chiefly responsible for the creation of the intellectual or artistic content of a work'. The work may be prepared by single person, two persons or more persons. In case of more than one author, additional entries are to be prepared for joint authors.

Entry for Single Personal Author

Enter a work by ONE PERSONAL AUTHOR under the heading for that person named in the work. The main entry for the work ascertained to be by a single personal author has to be under the author's name.

The rule states that the heading will be the name by which the author is commonly known. Thus, the entry for a single work by one author may appear under the person's real name. Examples:

- a) Computer Science /by Roger Hunt
Main Entry under the heading 'Hunt, Roger'
- b) Theory of Religion/by R. W. Rush
Main Entry under the heading 'Rush, R.W.'

Entry for Two Personal Authors

Enter a work by TWO PERSONAL AUTHORS under the heading for the first personal author. For the second author, make an added entry. Example:

Foundations of Set Theory/by K. R. Bhal and Y. P. Dhal

Main Entry under the heading 'Bhal, K. R.' to be prepared.

One Added Entry for shared authorship to be prepared for 'Dhal, Y. P.'.

Entry for Three Personal Authors

Enter a work by THREE PERSONAL AUTHORS under the heading for the first personal author. Make added entries for the second and third joint authors. Example:

Analytical Geometry/by Percey F. Alexy, Arthur Sullivan Gale and John Havan Neelley

Main Entry under the heading 'Alexy, Percey F.'

Two Added Entries for shared authorship to be prepared for 'Gale, Arthur Sullivan' and 'Neelley, John Havan'

Principal Responsibility not Indicated

In many cases, responsibility for a work is shared by two or more persons and principal responsibility is not attributed to any of them on the work or layout. According to AACR-2, for such works, enter under the heading for the name first given on the chief source of information (i.e., title page of a book). Make added entries for the second and third joint authors. Example:



Notes



Notes**Political System, 2nd ed**

Stephen White

John Gardner

George Schopflin

As principal responsibility is not attributed to any of the above, the Main Entry is to be made under the first mentioned name, i.e., 'White, Stephen'.

Two Added Entries for shared authorship to be prepared for 'Gardner, John' and 'Schopflin, George'.

Examples

**Title 1 (AACR-2)
(Single Personal Author)**



Notes

AACR-2
*An introduction to the Second edition of
Anglo-American Cataloguing Rules*

Eric Hunter

**Clive Bingley
London
2012**

Other Information

Call No.: 025.32 HUN

Ace No. : 12345

Pages : 148 p.

Size : 22 cm.

Main Entry



Notes

025.32 HUN	Hunter, Eric.	
12345		<p>AACR-2 : an introduction to the second edition of Anglo-American Cataloguing Rules / Eric Hunter. - London: Clive Bingley, 2012.</p> <p>148 p; 22 cm,</p> <p>1. Cataloguing. I. Title</p>

Added Entry (Subject)

025.32 HUN	Hunter, Eric	CATALOGUING
		<p>AACR-2 (Rest as in main entry)</p>

Added Entry (Title)

025.32 HUN		AACR-2 Hunter, Eric
		<p>AAC R-2 (Rest as in main entry)</p>

Title 2 (AACR-2)
(Single Personal Author)



Notes

DOCUMENTATION

GENESIS AND DEVELOPMENT

By

SR Ranganathan

*National Research Professor in Library Science
Documentation Research and Training Centre,
Bangalore*

**Vikas Publishing House
Delhi - London**

Other Information

Call No.: 2:97'P03 L3

Acc No. : 23451

Pages : 310 p

Size : 23 cm

Series : Sarada Ranganathan Endowment for Library Science Series

First edition Published in 2003

Main Entry

2:97'P03 L3		Ranganathan, S.R
23451		Documentation: genesis and development/ by S.R. Ranganathan - Delhi: Vikas Publishing House, 1973. 310 p.: 23 cm. - (Sarada Ranganathan Endowment for Library Science Series). 1. Information storage and retrieval system. I.Title II. Series

Added Entry (Subject)

2:97P03 L3		INFORMATION STORAGE AND RETRIEVAL SYSTEM Ranganathan, S.R
		Documentation (Rest as in main entry)

Added Entry (Title)

2:97'P03 L3		Documentation Ranganathan, S.R
		Documentation. (Rest as in main entry)



Notes

Added Entry (Title)

2:97'P03 L3		Sarada Ranganathan Endowment for Library Science Series Ranganathan, S.R.
		Documentation. (Rest as in main entry)



Notes

Works of Shared Responsibility

Shared responsibility is defined by AACR-II as collaboration between two or more persons performing the same kind of activity in the creation of the content of an item. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separate from that of the other.

According to AACR-II, works for which two or more persons or corporate bodies are responsible can further be divided as under:

- (1) Principal responsibility indicated
- (2) Principal responsibility not indicated

Principal Responsibility Indicated

AACR-II says “If, in a work by two or more persons or bodies, principal responsibility is attributed by the wording or by the layout of the chief source of information (to one person or corporate body) make main entry under the name for that person or body”.

Make added entries under the headings for other persons or bodies if there are not more than two of them.

In cases where the book is written by two or more authors and if the name of one of the authors is printed in bold letters, the main entry is to be made under that author.

Example 1: Chritopher Dean
 Quentin Whi1Lock



Notes

Note : The author at serial no. two is indicated as principal author, the main entry is to be made under Whitlock, Quentin

Example 2:

P.V.Sehgal
Homal Pridhan
S.G. Kalra

Note: As the author at Sr. No.2 is indicated as Principal author, the main entry is to be made under Pridhan, Homal.

Principal Responsibility not Indicated

According to AACR-II, if responsibility is shared between two or three persons or bodies and principal responsibility is not attributed to any of them by working or layout, enter under the heading for the one name first on the chief source of Information (i.e. title). Make added entries under the headings for the others.

Example

Richard D Price
David K Horton
Roddell Kelley

Note: As principal responsibility is not attributed to any of them, the main entry is to be made under first mentioned author, i.e. Price, Richard D.

Title 3 (AACR-2)
(Two Personal Author)
(Principal Responsibility not indicated)



Notes

COMPUTER AND COMMONSENSE

By
Roger Hunt and John Shelley

Prentice-Hall of India Private Limited
New Delhi-110001
2009

Other information

CallNo. : 001.642

HUN

Acc No. : 79764

Pages : ix, 149 p.

Size : 18 cm.

ISBN : 0-87692-061-10.

Main Entry

001.642 HUN	Hunt, Roger	
79764		Computers and Commonsense/ Roger Hunt and John Shelley. - New Delhi: Prentice-Hall India, 2009. .ix, 149 p.; 18 cm. ISBN: 0-87692-061-10 1. Computers. I. Shelley, John. II. Title.

Added Entry (Subject)

001,642 HUN	Hurt, Roger	COMPUTERS
79764		Computers and Commonsense (Rest as in Main Entry)

Added Entry (Joint Author)

001.642 HUN	Hunt, Roger	Shelley, John
79764		Computers and Commonsense (Rest as in Main Entry)



Notes

Added Entry (Title)

001.642	Hunt, Roger	Computers and Commonsense
79764		Computers and Commonsense (Rest as in Main Entry)



Notes



Notes

**Title 4 (AACR-2)
(Two Personal Authors)**

(Principal Responsibility is Indicated)

FOUNDATIONS OF SET THEORY

**V.P. Dhal
and
K.R.BHAL**

**Horth Holland Publishing Company
Amsterdam
Holland
2008**

Other information

Call No. : B3M7

P08

Ace No. : 37831

Pages : x, 500 p.

Size : 25 cm

Series : Studies in logic and foundations of mathematics.

Main Entry



B3M72 P08	Bhal, K.R.	
37831		<p>Foundations of set theory/ Y.P. Dhal and K.P. Bhal, -Amsterdam : North Holland Publishing Company, 2008.</p> <p>X, 500 p.; 25 cm. - (Studies in logic and foundations of mathematics).</p> <p>1. Mathematics. 2. Aggregates (Mathematics). I. Dhal, Y.P. II. Title III Series. Y.P.</p>

Notes

Added Entry (Subject)

B3M72 P08	Bhal, K.R.	MATHEMATICS
37831		<p>Foundations of set theory. (Rest as in main entry)</p>

Added Entry (Subject)

B3M72 P08	Bhal, K.R.	AGGREGATES (MATHEMATICS)
37831		<p>Foundations of set theory (Rest as in main entry)</p>

Added Entry (Joint Author)

B3M72 P08	Bhal,	Dhal, YP. K.R
37831		Foundation of set theory (Rest as in main entry)

Added Entry (Title)

B3M72 P08	Bhal,	Foundations of set theory K.R.
37831		Foundations of set theory, (Rest as in main entry)

Added Entry (Series)

B3M72 P08	Bhal,	Studies in logic and foundations or mathematics K.R.
37831		Foundational of set theory (Rest as in main entry)



Notes

Title 5 (AACR-2)
(Three Personal Authors)
(Principal Responsibility not indicated)



Notes

READINGS IN GUIDANCE

John. E. Barkey
James A. Hans
James L. Maltha

Second Edition

Holt, Rinehart and Winston
New York, Chicago, London

Other information:

Call No. : T9 (Y4) P15

Acc No. : 5994

Pages : xvii,800p

Size : 20 cm

Series : Foundation of Education Series. No.75
Copyright date : 2015

Main Entry

Notes

T9 (Y4) P15	Barkey, John E.	
5994		<p>Readings in guidance / John. E. Barkey, James A. Hans James L. Maltha. - 2nd Ed.- Ne" York: Holt, Rinehart and Winston, c 1959.</p> <p>xvii, 800 p.; 20 cm. - (Foundation of Education Series; no.75) .</p> <p>1. Counselling. I. Hans, James A. II. Maltha, James L. III - Title IV. Series</p>

Added Entry (Subject)

T9 (Y4) P15	Barkey, John E.	COUNSELLING
5994		<p>Readings in guidance. (Rest as in main entry)</p>

Added Entry (Joint Author)

T9 (Y4) P15	Barkey, John E.	Hans, James A
5994		<p>Readings in guidance (Rest as in main entry)</p>

Added Entry (Joint Author)

T9 (Y4) P15		Maltha, James L. Barkey, John E.
5994		Readings in guidance (Rest as in main entry)

Added Entry (Title)

T9 (Y4) P15		Readings in guidance Barkey, John E.
5994		Readings in guidance (Rest as in main entry)

Added Entry (Series)

T9 (Y4) P15		Foundation of Education Series Barkey, John E.
5994		Readings in guidance (Rest as in main entry)



Notes



Notes

Title 6 (AACR-2)
(Three Personal Authors)
(Principal Responsibility is indicated)

Library Practice

A Manual and Text book

J Ritchie
A Standley
J BURKETT

ELM Publications
Cambridge
2017

Other information:

Call No. : 025 P17

Ace No. : 2577

Pages : ix, 285 p.

Size : 18 cm.

Main Entry



025 P17	Burkett, J.	
2577		<p>Library practice: a manual and text book / J. Ritchie A. Standley and J. Burkett. - Cambridge: EUM Pub, 2017.</p> <p>ix, 285 p.; 18 cm.</p> <p>1. Library Science. I. Ritchie, J. II. Standley, A. III Title.</p>

Notes

Added Entry (Subject)

025 P17	Burkett, J.	LIBRARY SCIENCE
2577		<p>Library practice (Rest as in main entry)</p>

Added Entry (Joint Author)

025 P17	Burkett, J.	Ritchie, J.
2577		<p>Library practice (Rest as in main entry).</p>

Added Entry (Joint Author)

Notes

025 P17	Burkett, J.	Standley, A.
2577		Library practice (Rest as in main entry)

Added Entry (Title)

025 P17	Burkett, J.	Library practice
2577		Library practice (Rest as in main entry)

(Prepare all possible entries according to AACR-2
for the following publications)



Title 1 (AACR-2)

Notes

**POLITICS IN INDIA
SINCE
INDEPENDENCE:
1947-1995**

**BY
P.K. BANARJEE
D.P. CHATTOPADHYA**

THIRD EDITION

**ORIENT LONGMAN
NEW DELHI-1 995**

Other information

Call No : W.44 'N95-N97
N95

Ace No. : 4459

Pages : x,412p.

Size : 24 cm.

Series : Contemporary political science series. The book is second in series.



Notes

Title 2 (AACR-2)

**NATURE OF
PIEZO-ELECTRICITY**

**By
J.H. WEAVER
L.C. MOTZ**

THIRD EDITION

**SIMON AND SCHUSTER
NEW YORK-2014**

Other information

Call No. : C642:8
P14

Ace No : 5521

Pages : xxi, 510

Size : p. 24 cm.

Series : Studies in Electricity. This is sixth in the series.

Title 3 (AACR-2)



Notes

HISTORY OF ELECTION SYSTEM IN INDIA

By
PAUL R BRASS

Second Edition

Cambridge University Press
New Delhi-2016

Other information

Call No. : W:91v44'N9

P16

Ace No : 31113

Pages : 320p.

Size : 23 cm.

Series : The New Cambridge Series on Indian Politics No.3



Notes

Title 4 (AACR-2)

(Popular Science Series, No.XIV)

**ENERGY FOR
DEVELOPMENT**

**RAMESH CHANDRA
SURESH KUMAR GOYAL**

(5th Edition)

**Popular Prakashan
Bombay 2017**

Other information

Call No. : 333.79

CHA -E

Ace No. : 33791

Pages : 279 p.

Size : 23 cm. 107

Title 5 (AACR-2)



Notes

STATISTICAL PHYSICS

By
L LANDAU
and
E LIFSHITZ

Translated from the Russian

By
D SHOENBERG

Clarendon Press
Oxford
2015

Other information

Call No. : 530

LAN-S

Ace No. : 33030

Pages : viii, 280 p.

Size : 23 cm.



Notes

Title 6 (AACR-2)

CAGE AND AVIARY BIRDS

**By
D. H. S. RISDON**

**Faber and Faber
London - Boston
2010**

Other information

Call No.: 598.2

RIS-C

Ace No. : 59821

Pages : 188 p.

Size 18 cm.

Title 7 (AACR-2)



Notes

THEORY OF RELIGION

By

**Robert Stark
W S Bainbridge
Gregory Tropea**

Second Edition

**P Lang
New York
2007**

Other information

Call No. : P07
Ace No. : 31121
Pages : 210 p
Size : 23 cm
Series. : Toronto Studies in Religion



Notes

Title 8 (A.ACR-2)

The Electric Lines of the Lancashire and Yorkshire Railway

By

N N Forbes
B J Felton
RWRush

Electric Railway Society
Sutton Coldfield
1976

Other information

Call No. : 3853

FOR-E

Ace No. : 35831

Pages : xv, 461 p

Size : 30 cm.

Title 9 (A.ACR-2)



Notes

Communist Political System An Introduction

By

Stephen White
John Gardner
George Schopflin

St. Martin's Press
New York
2017

Other information

Call No. : 321.92

WHI-C

Ace No. : 22113

Pages : 2442p.

Size : 22 cm.