Cataloguing – AACR II and MARC 21
“Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances.”

- Indira Gandhi
## CATALOGUING – AACR II AND MARC 21

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Introduction

The key to a library collection is its catalogue. The purpose of a catalogue is to locate the holdings of a library. Readers must be able to locate without much struggle and loss of time the desired library material they are looking for. In this block we will be discussing the most versatile code Anglo American Cataloguing Rules second edition (AACR2). There is a long history of evolution of AACR2 which was last revised in 2002. Apart from that we will be also discussing the Machine Readable Cataloguing MARC 21 format for bibliographic description.

This block has four Units. Unit 8 discusses the AACR-2R: Preliminaries. Unit 9 covers Choice and Rendering of Headings and Statement of Responsibility. In Unit 10 we have covered Cataloguing Multi-Volumes, Serial Publications and Non-Print Media. Finally in Unit 11, MARC-21 Cataloguing is discussed in detail.
UNIT 8  AACR-2R: PRELIMINARIES

Structure

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8.0 OBJECTIVES

In this Unit we introduce the Anglo-American Cataloguing Rules 2, Revised edition, 2002 (AACR-2R), the card catalogue and the details of information to be included in a catalogue entry. After reading this, Unit you will be able to:

• explain the structure of AACR-2R;
• distinguish the areas of description to be included in the catalogue card according to AACR-2R;
• describe the catalogue card and its parts; and
• state the sequence of the descriptive elements, punctuation used between areas and elements.
8.1 INTRODUCTION

Anglo American Cataloguing rules is a content standard for resource description and access. The internationally accepted rules of AACR-2R guides us about the bibliographic information that we need to provide for any type of document.

The history of AACR-2R could be traced from Anglo-American Cataloguing Code of 1908. Subsequently, the 1908 Code was revised and published as ALA Cataloguing Rules in 1949. After the International Conference on Cataloguing Principles (ICCP) in 1961, the new code was published in 1967 known as AACR (Anglo-American Cataloguing Roles). The same has been revised in 1978 and published as AACR 2nd edition.

AACR-2 has been updated by occasional amendments, and was significantly revised in 1988 (2nd edition, 1988 revision) and 2002 (2nd edition, 2002 revision). The 2002 revision of AACR-2 brought in major revision of the rules dealing with serial publications and sections for non-book materials. A schedule of annual updates began in 2003 that ceased with 2005 publication and has been succeeded by Resource Description and Access (RDA). RDA was released in June 2010. The primary distinction between RDA and AACR is structural. The structure of RDA is based on the Functional Requirements for Bibliographic Records (FRBR). The Library of Congress, National Library of Medicine, National Agricultural Library, and several other institutions and national libraries of other English-speaking countries started a formal test of RDA in 2010, the result of which was published in 2011. RDA is still in a testing phase and will take some time to be internally acceptable. Hence for our cataloguing practice we will work on AACR-2R (2002) which is still prevalent throughout the world.

In this Unit we will discuss the basic structure of AACR-2R, types of entries, style of writing and the items to be provided in the catalogue entry. The cataloguing practice will be done on standard size cards of 12.5 cm. x 7.5 cm. (5"x3") as is done in the case of manual process of cataloguing.

8.2 STRUCTURE OF AACR-2R

Anglo-American Cataloguing Rules, edition 2, 2002 Revision consists of two parts. Part 1 covers rules for standard description of all kinds of materials. Part 2 deals with the determination and establishment of headings or access points in the catalogue, uniform titles and references. The rules in these parts proceed from general to specific. Part II is followed by appendices.

In part 1, the basic rules for the description of all library materials are included in Chapter 1. They are of general applicability. The rules for specific types of materials are given in Chapters : 2-12 and Chapter 13 deals with analytical entries.

The areas/items to be included in the description are:

- Title and statement of responsibility
- Edition
- Material or type of publication specific details
- Publication, distribution, etc.
- Physical description
8.3 LEVELS OF DESCRIPTION

First, you have to determine whether all the elements of description have to be included in the catalogue or not. The catalogue entries vary from library to library on the basis of description of the items. The descriptions are categorised into levels on the basis of amount of information to be included. The code has recommended that all descriptive elements may not be useful to all types of libraries. The inclusion of these descriptive elements is categorised according to three levels. The library can choose any level of description for all the materials. The library also has a choice to use all the levels in one catalogue, depending on the type of materials described.

First level provides minimum information, which is necessary to identify a given document. This level is used in small libraries. The second level can be called a standard description. It provides all the data, which may be considered necessary for description of documents. This level is used for medium to large-sized libraries. This is normally used by the majority of libraries, as it serves the requirements of most users. The third level provides description of the documents covering every possible element of description included in the code. This level is used in large and special libraries.

In these Units we will be following the second level for description of materials. Your library however, may choose any level of description, but the heading and access points will be the same. Now let us look into the elements included at different levels.

8.3.1 First Level of Description

The first level of description includes at least the elements set out in this schematic illustration:

- Title proper/first statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading.
- Edition statement.
- Materials (or type of publication) specific details.
- First publisher, etc., date of publication, etc.
- Extent of item.
- Note(s).
- Standard number.
8.3.2 Second Level of Description

For the second level of description, it includes at least the elements set out in the schematic illustration below:

<table>
<thead>
<tr>
<th>Title proper [general material designation] = parallel title: other title information/first statement of responsibility relative to the edition.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material (or type of publication) specific details. First place of publication, etc.: first publisher, etc., date of publication etc. Extent of item: other physical details; dimensions. (Title proper of series/statement of responsibility relating to series, ISSN of series: numbering within the series. Title of subseries, ISSN of subseries; numbering within subseries). Note(s). Standard number.</td>
</tr>
</tbody>
</table>

Note the difference between the first and second level of description of a title illustrated below:

1st level of description

<table>
<thead>
<tr>
<th>Ball, Avis Jane.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caring for an aging parent.</td>
</tr>
<tr>
<td>134p.; 24cm.</td>
</tr>
</tbody>
</table>

Same book under 2nd level of description will be:

<table>
<thead>
<tr>
<th>Ball, Avis Jane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caring for an aging parent: have I done all I can? Avis Jane Ball. Buffalo; N.Y: Prometheus Books, 1986.</td>
</tr>
<tr>
<td>134p.: 24 cm. (Golden age books).</td>
</tr>
<tr>
<td>Previous ed. Published as: What shall I do with a hundred years? 1982.</td>
</tr>
</tbody>
</table>
8.3.3 Third Level of Description

For the third level of description, include *all elements set off* in the rules that are applicable to the item being described. This applies in very rare cases.

Self Check Exercises

Note:  

i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

1) How many parts are there in AACR-2R? What are they?

2) How many levels of description are there? What is the difference from one level to another?

3) How is the choice of level of description made?

8.4 STYLE OF WRITING

Let us discuss the card catalogue and types of entries before we study the description and other details of an entry.

In the Cataloguing Theory Course, you have learnt about the various physical forms of catalogues. You have also learnt the advantages of card catalogue. The card catalogue is the most popular tool used in libraries. The entry is made on standard size cards of 12.5 cm. x 7.5 cm. (5" x 3"). Certain vertical and horizontal lines are drawn on the card. The vertical lines are known as indentions. There are two vertical lines and one horizontal line in red.
The first vertical line is known as the first indention and the second vertical line is known as the second indention. There is one more indention known as third indention, but this is an imaginary line on the card.

The horizontal line is used for writing the heading of this entry.

The vertical lines (indentions) and the horizontal line are shown in the following illustration.

Card No.1

![Diagram of card with indentions and horizontal line]

The card, which is illustrated above, was used for making an entry earlier when libraries were following manual system for catalogue. Normally, a card used to contain a hole at the middle bottom to facilitate holding of cards through a rod attached under the catalogue tray, the entries may be of different types. Now, let us see the different types of entries made according to AACR-2R.

8.5 TYPES OF ENTRIES

You may be aware that when a reader wants a book, he approaches the catalogue to look under the name of the author, joint author, title, subject, series, etc. They are called access points. A number of entries are prepared to satisfy different approaches. The number of access points (approach points) depend upon the nature of the document or item to be catalogued or approach of the users. There may be two or more entries prepared for each item.

The catalogue entries can be categorised into two types:

1)  Main entry
2)  Added entry

Every document will have a main entry. The number of added entries vary from document to document depending on the nature of the document as mentioned above.
8.5.1 Main Entry

The AACR-2 defines the main entry as “the complete catalogue record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracings of all other headings under which the record is to be represented in the catalogue”.

Generally, the main entry is author entry in AACR-2R. In some cases, a title entry may also become the main entry depending on the nature of the document.

8.5.2 Added Entry

Added entries provide access to other headings in addition to that of the main entry heading. It is a secondary entry under which a bibliographical entity is represented in the catalogue. The AACR-2R defines an added entry as “An entry, additional to the main entry, by which an item is represented in a catalogue: a secondary entry”.

The added entries are prepared under the headings of any one of the following:

- **Joint author, title, series, collaborators, subject, etc.**

The description in the main entry and added entry depends upon the system followed by the library. We will follow the Unit Card System for inclusion of description in the entries. Unit card is a “basic catalogue card in the form of a main entry which when duplicated may be used as a unit for all other entries for that work in the catalogue by the addition of the appropriate heading” (ALA rules 1949 and AACR-1).

In the unit card, the contents in the main entry and the added entry are the same. However, an additional heading is added in case of an added entry. This heading of the added entry is the access point. The tracing in the main entry will facilitate us to know the number of added entries prepared.

Till now, you have learnt about the two types of entries, i.e., the main entry and one or more added entries for every item catalogued.

**Self Check Exercises**

**Note:**

i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

4) What is the size of the catalogue card? What are the different lines on the card?

5) **What are the different types of entries?**

6) How many entries are prepared for each item catalogued? What are they?
8.6 ITEMS IN THE CATALOGUE ENTRY

You have learnt about the types and number of entries to be prepared for each item to be catalogued. You have to learn in detail each element of information to be included in every entry. The total information that is to be included is to be taken from one or more sources of information. However, if the information is not supplied in the title page, the information may be taken from any other bibliographical sources. The information, taken from outside the title page should be enclosed in square brackets.

Let us discuss the details of information to be written in a catalogue entry. Broadly, the details are:

- Heading
- Descriptive elements
- Punctuation marks
- Call number
- Tracing

8.6.1 Heading

Heading is the word or word groups under which the entry is made. This may be the name of a person, a corporate body, pseudonym, or the title of the book.

In the case of name of a person, the heading comprises of the surname (family name), followed by the forename (personal name) of the person. For example:

Card No.2

Surname followed by a comma personal name

Mukherjee, Ajit Kumar.

In case the name of the author cannot be accommodated on the first line then it continues from the third imaginary indention. It applies to corporate authors also. But, when the book is entered under title it begins from the first indention and continues from the second indention. This type of transcribing the entry is known as Hanging Indention. In case of hanging indention, all the information about the collaborators,
editions, imprint etc. continues from the second indention only. Card No. 3 is an example of hanging indention.

Card No. 3


8.6.2 Different Areas and Descriptive Elements

The description of every document is categorised into areas. Each area consists of elements.

Every area of description is connected with a punctuation of a full stop, space, dash and space, (.—). The elements are connected with different punctuation marks. Let us discuss the areas of description in detail.

Title and Statement of Responsibility Area

This area consists of the following elements:

i) Title proper
ii) General material designation (GMD)
iii) Parallel title
iv) Other title information
v) Statement of responsibility

i) Title Proper

Rule 1.1B1 states how to record the title in an entry. It directs to transcribe the title proper exactly as to the wording, order and spelling, but not necessarily as to punctuation and capitalisation.

The title proper is written from the second indentation and continued from the first indentation.

If there is any alternative title, it should be treated as part of the title proper. If the work contains an alternative title, the first part of the title is to be given with a comma and the word, or its equivalent with commas and the first word of the alternative title should start with a capital letter as illustrated below:

A book of bits, or, A bit of a book/ by Mike Milligan.
ii) General Material Designation (GMD)

This indicates the class of material to which it belongs and it is an optional addition. The AACR-2R gives two types of GMD, (i) British use and (ii) North American use. The following is the list of GMD:

<table>
<thead>
<tr>
<th>British Agencies</th>
<th>North American Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>braille</td>
<td>art original</td>
</tr>
<tr>
<td>cartographic material</td>
<td>art reproduction</td>
</tr>
<tr>
<td>computer file</td>
<td>braille</td>
</tr>
<tr>
<td>graphic</td>
<td>chart</td>
</tr>
<tr>
<td>manuscript</td>
<td>computer file</td>
</tr>
<tr>
<td>microform</td>
<td>diploma</td>
</tr>
<tr>
<td>motion picture</td>
<td>filmstrip</td>
</tr>
<tr>
<td>multimedia</td>
<td>flash card</td>
</tr>
<tr>
<td>music</td>
<td>game</td>
</tr>
<tr>
<td>object</td>
<td>picture</td>
</tr>
<tr>
<td>sound recording</td>
<td>globe</td>
</tr>
<tr>
<td>text</td>
<td>kit</td>
</tr>
<tr>
<td>video-recording</td>
<td>manuscript</td>
</tr>
<tr>
<td></td>
<td>map</td>
</tr>
<tr>
<td></td>
<td>microform</td>
</tr>
<tr>
<td></td>
<td>microscopic slides</td>
</tr>
<tr>
<td></td>
<td>model</td>
</tr>
<tr>
<td></td>
<td>motion picture</td>
</tr>
<tr>
<td></td>
<td>music</td>
</tr>
<tr>
<td></td>
<td>picture</td>
</tr>
<tr>
<td></td>
<td>realia</td>
</tr>
<tr>
<td></td>
<td>slide</td>
</tr>
<tr>
<td></td>
<td>sound recording</td>
</tr>
<tr>
<td></td>
<td>technical drawing</td>
</tr>
<tr>
<td></td>
<td>text</td>
</tr>
<tr>
<td></td>
<td>toy</td>
</tr>
<tr>
<td></td>
<td>transparency</td>
</tr>
<tr>
<td></td>
<td>video-recording</td>
</tr>
</tbody>
</table>

The terms from the above list are used in all descriptions for which general material designations are given.

The punctuation for the GMD is a square bracket, i.e., it has to be transcribed immediately following the title proper.

An example is given below:

Roads of New Delhi [cartographic material]. This is the British way of transcribing. North American System is: Roads of New Delhi [map]

AACR-2R further states that this type of giving information is only optional.

iii) Parallel Title

Parallel title is the title in another language or script. It has to be recorded in the order found in the item to be catalogued as per rule 1.1D1 which states that it should be in the order indicated by their sequence on the chief source of information.
The parallel title has to be preceded by the punctuation "=" (equal sign). An example is:

Card No. 4

| Dante, Alighieri. |
| On world government =De monarchia / Alighieri Dante |

iv) Other Title Information

Other title information such as sub-title is to be given, following the title proper or parallel title to which it pertains.

The punctuation for other title information is ":" (colon).

Card No. 5 is an example of transcribing other title information and the punctuation for the second part of the title.

If the other title information is lengthy, it can be given either in a note or can be abridged. When other title information is being abridged, see that there is no loss of essential information. Never omit the first five words of the other title information. Indicate omission by the mark of omission.

Card No. 5

| King, Martin Luther. |
| Stride toward freedom the Montgomery story / by Martin Luther King. |
This shows the other title information given with a colon.

v) **Statement of Responsibility**

It identifies the persons responsible for intellectual or artistic content of the item or corporate bodies from which the content emanates. In other words, it is the author statement relating to the work.

The punctuation used for statement of responsibility is a diagonal slash “/”. If there are more than one statement of responsibility, each has to be preceded by a semicolon (other than the first).

In the above example, the repetition of Martin Luther King after a slash (/) is a statement of responsibility.

Another example (Card No. 6) shows how to represent when there are more than one statement of responsibility:

**Card No. 6**

<table>
<thead>
<tr>
<th>Austen, Jane.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northanger Abbey / by Jane Austen,</td>
</tr>
<tr>
<td>With an Introduction by Austen Dobson,</td>
</tr>
<tr>
<td>illustrated by Hugh Thomson.</td>
</tr>
</tbody>
</table>

**Edition Area**

The AACR-2R rule no. 1.2B1 states that the edition statement has to be transcribed as found on the item. Standard abbreviations and numerals have to be used in place of words.

The edition area has to be preceded by the punctuation full stop, space, dash and space (—). It is transcribed after the statement of responsibility. See the worked out examples (Card No. 7 and 8).
In this example the edition statement is given after the name of the author (statement of responsibility) full stop, dash and space (-). Edition statement is to be written in numbers if it is given in the book as ‘4th edition’.

Next example shows the responsibility statement of an edition.

**Card No. 8**

<table>
<thead>
<tr>
<th>Shaw, Wilfred.</th>
</tr>
</thead>
</table>

In this case the third edition has been revised by John Howkins and this statement is given after the edition number following a slash (/). This is called a ‘statement of responsibility of an edition’.

**Material (or type of publication) Specific Details Area**

This area is not used for printed monographs but, used in the description of cartographic materials, music, computer files, serial publication, microforms and in some other circumstances.
Publication, Distribution, etc. Area

This area is used to record information about the place, name and date of all types of publishing, distributing, releasing and issuing activities (Rule 1.4B1).

The Card No. 9 shows how the information about place of publication, name of the publishers and date of publication are to be recorded:

<table>
<thead>
<tr>
<th>Udolf, Roy</th>
<th>Handbook of hypnosis for Professionals</th>
</tr>
</thead>
</table>

New York is the place of publication. Before writing New York a full stop and a dash are to be provided. Next is the name of the publisher, which is preceded by a colon. The year 1987 is the date of publication of the 2nd edition. It is written after a comma. Refer also to card Nos. 7 and 8. In these two examples place, name of publisher and date of publication have been provided. In case of example 7, the date of publication has been shown c1987. Here c stands for copyright in the book, only the copyright date has been given and not the date of publication; hence in such cases it should be shown accordingly. If no date of publication, distribution, etc., copyright date, or date of printing appears in an item, supply an approximate date of publication. For example:

- [1962 or 1963] one year or the other
- [1954?] probable date
- [ca. 1950] approximate date
- [196-] decade certain
- [18-] century certain
- [18-?] probable century

If place of publication is not available write [s.l.], which means sine loco or its equivalent in non roman script. Similarly if publisher’s name is not available write [s.n.] which means sine nomine.

Physical Description Area

Physical description of an item includes the number of volumes, pages, illustrative matter and the size. This is also known as collation. This is recorded in a separate
para, (Rule 4.5A.1). In case it is continued along with earlier areas, it should be separated by a full stop, space, dash and space.” However, it can also be continued along with the earlier areas of description with the punctuations assigned for the area. However, we are treating this area as a new paragraph.

Punctuation to be used in this area is shown in Card No. 10:

**Card No. 10**

<table>
<thead>
<tr>
<th>Udolf, Roy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handbook of hypnosis for Professionals</td>
</tr>
<tr>
<td>xvii, 510p. : ill.; 25 cm.</td>
</tr>
</tbody>
</table>

The description on the physical aspect of the book is written in a separate paragraph. The elements are page numbers, (p. is for pages). The preliminary pages are in Roman number and other in Arabic. A full stop and a colon follow Page number. The mark ill. is for illustration and lastly, dimension of the book (generally the height of the book) in centimeter. A fraction of a meter is to be converted to the next higher number. The size of the book is preceded by a colon. In case there are no illustrations, the physical description for the above book will be written as:

xvii, 510p.; 25cm.

**Series Area**

Sometimes books are published under series. This information is to be provided after the physical description and the series statement is to be enclosed in parentheses. Before transcribing the series statement it is to be preceded by the punctuation (. -). Some of the series may have further elements like:

i) Statement of responsibility, i.e., an editor of the series usually

ii) Sub-series

iii) International Standard Serial Number

iv) Number of the series and also may be for the sub-series.

The sequence of transcribing and the punctuation marks that are to be used are shown in Card No. 11.
In this case the main series is the American University studies series v. 5 and Philosophy is sub-series with its own number.

In case the series has a statement of responsibility the series information will be immediately followed by '/' and statement of responsibility, followed by comma and ISSN, if any.

**Note Area**

There are cases where all the information about a document cannot be given in the areas so far stated. In such cases, when further description of a document is necessary, it is given as notes, usually in a separate paragraph. Some of the items in the note area will be:

i) Nature, scope or artistic form
ii) Language
iii) Source of title proper
iv) Variations in title
v) Parallel title
vi) Statement of responsibility
vii) Edition or printing history of the index
viii) Material specific details
ix) Publication, distribution
x) Physical description
xi) Accompanying material
xii) Series
xiii) Dissertation
xiv) Contents
We can give any information if it is helpful to the readers for identification of the document.

Prefer to give notes in a separate paragraph. In the example shown in Card No. 12 some items are provided in the note area:

**Card No. 12**

<table>
<thead>
<tr>
<th>Ball</th>
<th>Avis Jane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caring for an aging parent: have I done all I can? / Avis Jane Ball. - Buffalo, N.Y: Prometheus Books, 1986. 134 p.; 24 cm. - (Golden age books)</td>
<td>Published as: What shall I do with a hundred years? 1982</td>
</tr>
</tbody>
</table>

This book was previously published with a different title and that information is given in the note area. This is only one type of note but you can give more information when warranted. Each note area is to be preceded by full stop, space, dash, space; in case notes are continued or you may start a new paragraph for each note. Some typical examples of notes are given below:

- Adaption of Gitanjali/R.N. Tagore.
- Based on novel by Thomas Hardy.
- Thesis (MLPhil.) — University of Delhi, 1992.
- For children aged 7-12
- issued also on cassette.
- Library lacks v.3
- Library has v. 1, 4-8
- With /Candles at night/A, Napier
- Contents: A glorious court/Theodore C.Blegen. - Bound Fragments of time/James Ford Bell

**Standard Number**

The Standard Number of the book — International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) may be written either in
continuation or in a separate paragraph. If it is to be written in continuation, the area should be preceded by full stops, space, dash, and space (—). Give such number with the agreed abbreviation and standard spacing or hyphenation, viz., ISBN-0-04-418007-1.

Card No. 13

<table>
<thead>
<tr>
<th>418</th>
<th>Carter, Ronald.</th>
</tr>
</thead>
<tbody>
<tr>
<td>13978</td>
<td>1. English language- usage  I. Title. II. Series.</td>
</tr>
</tbody>
</table>

8.6.3 Call Number

The Call Number consists of Class Number and Book Number. The call number is provided by the classifier and usually recorded on the verso of the title page. In the example (Card No. 13) 418 is the Class Number and CAR is the Book Number. Both taken together is the Call Number.

Location on the card

Class number is transcribed one line above the first horizontal line after leaving one space from the left edge of the card. Book number is transcribed on the first horizontal line after leaving one space from the left edge of the card.

8.6.4 Accession Number

The accession number is the serial number of the item acquired in the library and is transcribed in the catalogue entry. This is for the use of library staff. Libraries may not transcribe the accession number in added entries. This is usually recorded on the verso of the title page.

There is no rule prescribed for this purpose. For the sake of uniformity, we will transcribe the accession number on the 5th line from the red horizontal line of the card, as is done in the example card no. 13.

We have completed the items to be included in the catalogue entry. The number of areas/elements are many and it may be difficult for a beginner to remember in a sequence. It may also be difficult to remember the punctuation marks to be preceded by each element. It is necessary to remember the location of each area/element in the
catalogue entry. Now, let us consolidate all the items and prepare a skeleton card for ready reference.

8.6.5 Punctuations

While describing all the areas and the elements, we have also been discussing the use of punctuations. Punctuations prescribed in the code should be followed as it is. The style and type of punctuation so far described above is again explained in the skeleton card below. This will facilitate you to remember when, where and what type of punctuation is to be used.

8.7 SKELETON CARD

The skeleton card with punctuation marks, descriptive areas/elements is given to create the confidence to write the description. The sequence of description and punctuation marks are common to all the items to be catalogued. The remembrance of the skeleton card will help in cataloguing practice. You have to follow the cataloguing practice as given in skeleton card specially with reference to paragraphing. The entries in bibliographies and in a few published documents, you come across, may contain all the elements written in a single paragraph. Some of the computerised catalogues also do not follow paragraphing.

Card No. 14

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Name of author</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title: sub-title / Name of the author (s); Collaborator (s); Edition if any; Place of Publication: name of the publisher, date of publication; No. of pages; size of the book in cm; (series / editor of series, ISSN of series; No. of the series).</td>
</tr>
</tbody>
</table>

The skeleton card gives the general descriptive elements applicable to most of the items. The additional description is given whenever the item has the additional information. Note the type of punctuations used for each element. Once you remember the skeleton card your job becomes easy.

In case of unit card system the added entry for the above skeleton card is prepared by adding the added entry heading above the name of the author from second indentation. We will discuss this in the next section.
Self Check Exercises

Note: i) Write your answers in the space given below.
    ii) Check your answers with the answers given at the end of this Unit.

7) What is punctuation? What punctuation precedes each area of description?

8) What are the different areas of second level of description?

9) What is a Call Number? Where is it transcribed on the catalogue entry?

10) What is tracing?

11) What is the chief source of information for a book?
So far we have been discussing the format of the main entry in a unit card system. Added entries are prepared to provide access to document through other heading viz. title of the document, subject heading, joint author, other collaborators etc. The added entries are secondary cards prepared to help in searching a document through other access points. Added entries are mentioned in the main entry card in the tracing section. The tracing section directs you to what additional entries have been prepared for the document. The body of contents of the main entry card and the added entries remains the same in unit card system. In the added entries additional heading is added on the top of the card to indicate the access point. This is illustrated with the following example:

**THE DEVIAN T PUPIL**

**SOCIIOLOGICAL PERSPECTIVES**

V.J. Furlong

Open University Press

Milton Keynes

---

**Other Information**

Call No. 371.93 FUR

Accession No. 7862

Pages xx, 226

Date of Publication 1985

Size of the book 24cm.

ISBN 0-335-15225-2, 0-335-15126-4 (pbk.)

You are provided with a faithful reproduction of the title page of a book. It is a simple book written by a single personal author. There is a title and name of the publisher. "Other information" is provided to you to complete the cataloguing process. You have now all the information required to catalogue the book. The different entries are explained in the following cards:
The main entry for the book is complete. The heading for the author has been given as in the title page. The title of the book also is reproduced without any change. The name of the author is transcribed in the statement of responsibility area. Next comes the place of publication, name of the publisher and date of publication. Appropriate punctuation marks are given as already discussed. The next two paragraphs contain the physical description of the book and ISBN number. Now you may have a doubt about the ISBN number because in the other information area two ISBN numbers are given. The first ISBN number is applicable to the hardbound book and the second number is given for the paperback edition of the book. The abbreviation (pbk.) refers to paperback book. Hence you have to give only one number, whichever book you are cataloguing. In case you are having both the editions, you should give both the ISBN and accession numbers.

The last part ‘Emotionally disturbed children’ is tracing and it refers to the subject heading (as per the Sears List of Subject Headings) and the other for title of the book. We will discuss subject headings in the next section. The tracing section directs you to what additional entries are to be prepared for the book. In this case two additional entries are to be made which are shown in the added entry cards. The subject headings in the tracing section “is to be mentioned by Arabic numerals and the other added entries are to be mentioned by roman numbers. As there is only one title added entry to be prepared for this book, these have been numbered by 1 and I respectively.

Under unit card system we have to prepare as many cards as are required and only then add the added entry information on the top line. That is why you see the subject entry card is a duplication of the main entry, the only additional information transcribed is subject heading taken from Sears List of Subject Headings. Subject heading is always written in capital letters. The added entry for title card is also a duplication of the main entry. The information given is only the short title of the book. Sub-titles need not be given in the added entries. The complete card is not repeated here but in the library you have to write the full card. This completes the cataloguing of this book.
The added entries for this book are:

**Added Entry - Subject**

<table>
<thead>
<tr>
<th>371.93</th>
<th>EMOTIONALLY DISTURBED CHILDREN</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUR</td>
<td>Furlong, VJ.</td>
</tr>
<tr>
<td></td>
<td>The deviant pupil: sociological perspectives.</td>
</tr>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

**Added Entry - Title**

<table>
<thead>
<tr>
<th>371.93</th>
<th>The deviant pupil.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUR</td>
<td>Furlong, VJ.</td>
</tr>
<tr>
<td></td>
<td>The deviant pupil: sociological perspectives.</td>
</tr>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

### 8.9 SUBJECT HEADINGS

Subject heading are commonly known as subject cataloguing. The cataloguer tries to bring out the subjects treated in the books to the notice of the readers by assigning appropriate headings. It is the name of the subject which is used as a heading and thus, it is an entry element or an access point in the catalogue. In Block 3, Unit 12 on Sears List of Subject Headings (18th Edition), of this course we have covered the features and principles of the Sears list and also discussed the process of deriving subject headings in detail. Please refer to the Unit to learn the process of deriving subject headings.
8.9.1 Need for Subject Headings

In any library the inquiry for a book may be by author, editor, title, series or by subject. Entry under author, title, series or any other collaborator can be easily made, as they are the known entities to the cataloguer. The information about them is usually provided on the title page or in some other place. Hence, they are the known elements and accordingly the cataloguer provides appropriate entries as laid down in the code that the library is using. But, in the majority of cases, especially in academic and special libraries the approach to the catalogue is by subject. Researchers usually require documents for their subject contents. It is found from experience that the majority of library users are interested in the subjects of their interest rather than in an author or title of a book.

Here, we can compare classification and subject cataloguing. A classifier tries to give the most specific class number, which is almost co-extensive with the thought content of the book, and tries to bring together like subjects at one place. Subject cataloguing also does the same function through verbal heading(s) instead of notation. The purpose is the same, but assigning of subjects in verbal plane is more difficult than assigning class numbers.

For this purpose, C. A. Cutter brought out a catalogue code titled Rules for a Dictionary Catalogue (1904) in which he gives a few guidelines for the choice of subject headings. The American Library Association’s List of Subject Headings also tried to formulate some basic principles to provide subject headings. The most comprehensive work is that of the Library of Congress List of Subject Headings. In 1923, Minnie Earl Sears compiled a list of subject headings mainly meant for small libraries. It is now in its 18th edition and fairly useful in small and medium size libraries. For your cataloguing practice you have to use Sear’s List.

8.9.2 Basic Principles

You should know some of the basic principles for determining subject headings. Then only you will be in a position to formulate correct type of subject headings. Some of the principles involved are:

a) Common usage
b) Uniformity in headings
c) Direct and specific entry
d) Gross references

a) Common Usage

The words or phrases that are used to express a subject must be in common usage. Obsolete word or words with dual meaning should not be used. Prefer British spelling instead of American spelling to keep consistency. Words in contemporary use are to be preferred. However, there are instances when several words may be in currency but you have to prefer only one. For instance, Home Economics is also called as Domestic Economy, Home Making or Household Management. In such cases you have to choose consistently only one word. The term Negroes was once in common use for African natives. It is now considered an objectionable word and it has been replaced by Blacks. When in doubt, check the words, used in the list of subject headings and adopt accordingly.
Another general rule is to use a popular or common name, rather than a scientific or technical name. Even in the Library of Congress List popular terms are used instead of technical names, e.g., it prefers 'cockroaches' instead of 'blattariae'. It is prudent to use the terms which are familiar to the majority of the readers who use the library. Technical libraries, for example, may use toxicology for which a public library may prefer the term poisons.

b) Uniformity in Headings

Sometimes, we come across synonyms (viz., words with same meanings). When a subject can be represented by more than one term, choose the one which is more common in usage, e.g., the term Porcelain is also represented by the words China clay or Chinaware. We have to uniformly choose only one term, preferably porcelain and give cross-references to other terms. Uniformity in subject headings is very important. The terms once selected should be used consistently unless they have become obsolete and now represented by new terms.

c) Direct and Specific Entry

In subject cataloguing, the most important aspect is to use specific terms, which are co-extensive with the thought content of the book. You have to enter a work directly under the most specific term, which precisely represents the content of the book. This can be made clear by an example. If our book is about British Labour Party, the entry should be directly under Labour Party (U.K.) and not under Political Science or even under Political Parties. If a reader wants information on computer programming languages, the direct entry should be under Programming Languages and not under Computers. Again under programming languages if the book deals with Fortran as the language discussed in the book, the direct or specific entry should be under FORTRAN (Computer Programming Language) and not under Computers or not even under Programming Languages. You can now visualise the need for such entries. If a reader asks what books are available on Fortran language you need not search all the entries on Computers or Programming Languages. Directly check under the specific topic you are looking for. No doubt there are ways and means of connecting such correlated topics by cross-reference which is discussed below.

d) Cross References

In case of subject headings cross-references have a significant role without which subject indexing will be incomplete. Cross references are of two types, see and see also references.

The function of see references is to direct the reader from terms or phrases which are not used as subject headings to the terms and phrases that are used as subject headings.

See references are made in the following situations:

i) Synonyms or near synonymous terms. For "Entertainment", you are asked to refer to 'Amusements' or for terms like 'dwellings', 'residences', 'human habitation', 'homes', you are directed to refer to 'houses'. The meaning is that you do not find entries under 'residences', 'homes', etc., but for all such works, entries are made only under 'houses'.

ii) In a few cases headings are inverted. For 'State Police', you are directed to look for the entry under 'Police', 'State' or for 'International Security', the direction is to search under 'Security, International'.
iii) There are also cases where the direction is from the inverted form to the direct order, e.g., in case of higher education or secondary education the entries are: Education, Higher; Education, Secondary. But Adult Education is entered directly and not inverted as Education, Adult.

iv) From, variant spellings to spellings used. In Sears List of Subject Headings, American spellings are used in such cases see references are given from British spellings, e.g., Cataloguing see Cataloging. But if you use in your library the British spelling; the reference will be Cataloging see Cataloguing. In actual practice we, in India, do not give such see references.

v) In several cases especially for nouns, plural form is to be preferred and a see reference may be required for singular form, e.g., Doll see Dolls, or Dog see Dogs.

The other form of reference is see also reference. See reference is mainly concerned with terminology and directing the reader from one term not used to another term, used. Whereas see also references guide the readers to other headings where they can find more information on related or more specific aspects of the subject. The cataloguer must make sure of the existence of an entry before directing the reader to it by a see also reference. Cataloguer cannot simply make entries taken from the subject heading lists (as directed) irrespective of representation of those subjects in his library.

See also references are to be made from the general to the specific and not usually, vice-versa.

While discussing about specific entry, we have given an example of Programming Languages. If a reader wants more information on this topic we can assist by providing extra entries in the catalogue like:

Programming Languages
See also
BASIC
COBOL
FORTRAN
PASCAL

8.10 SUMMARY

Let us sum up the Unit. Library catalogue is prepared with the help of a set of rules known as catalogue code. Anglo-American Cataloguing Rules -2 is one such code. It has two parts namely (i) Description, and (ii) Determination of headings or access points. Every catalogue entry will have both the heading and description parts. The number of heading or access points varies from item to item based on the nature of the item. The catalogue entries can be categorised into two types — Main entry and Added entry, Main entry includes full information about the document and Added entry is an additional entry prepared to satisfy the various approaches of the readers. These two types of entries will have the same information recorded, in case the unit card system is followed.

The catalogue card on which the entry is prepared is of the size of 12.5 x 7.5 cms. (5" x 3"). It will have two vertical and one horizontal line. Vertical lines are known as Indentions. A third imaginary indentation is also used by the cataloguer in some instances.
Every catalogue entry will include several items of information. The items of information are categorised into heading, title statement and all the other elements that follow the title statement including physical description, punctuation, call number and accession number. The heading is the access point.

Other descriptions are divided into areas and each area consists of elements. Each item may not have all the areas/elements. The punctuation given for each elements is to be preceded by the stated punctuation and it helps in identification of each element. The punctuation preceding each element is full stop, dash and space (. -- ). This punctuation is not used when an area starts in a separate para.

In this unit you got a fair idea of preparing a simple catalogue card. In the next two units we will take up different authorship patterns and different types of documents in details.

8.11 ANSWERS TO SELF CHECK EXERCISES

1) There are two parts in AACR-2R. They are Part I, Description, Part II, Headings or Access points — their determination.

2) There are three levels of descriptions in AACR-2R. The difference from one level to another is the number of elements of information to be included in an entry.

3) The level of description is chosen on the basis of purpose of the catalogue for which the entry is constructed.

4) The size of the catalogue card is 12.5 x 7.5 cms. (5" x 3"). It has two vertical lines, which are known as first indention and second indention. There is a third indention, which is an imaginary vertical line. There is one horizontal line on which the heading is transcribed.

5) There are two types of entries. They are: i) Main entry, and ii) Added entry. Main entry is the first entry and it is a complete catalogue record of an item. It provides information on the headings under which the added entries are prepared i.e., tracing. Added entry is an additional entry. It provides an additional access to the work/item in the catalogue under headings other than the heading used in the Main entry.

6) The number of entries prepared for each item varies depending on the nature of the item. Minimum of two types of entries are prepared. These entries are: i) Main entry, ii) Added entries with the heading of joint author(s) title, collaborator(s), series etc.

7) Punctuation is the connecting symbol used to connect each area/element of description. The punctuation that precedes each area is (. —-), full stop, space, dash and space.

8) The different areas of description are title; statement of responsibility; edition; material or type of publication; details of publication, distribution, etc.; physical description, series; note; and standard number.

9) Class number and book number together are known as the call number. Class number is transcribed on one line above the first horizontal line after leaving one space from the left edge of the card. Book number is transcribed on the first horizontal line after leaving one space from the left edge of the card.
10) Tracing is the record, of all the secondary entries that are made for an item. These include the entries under subject headings, joint authors, collaborators, title, series, etc.

11) Title page is the chief source of information for a book.

### 8.12 KEY WORDS

| Access Point | A name, usually of an author (personal or corporate) or title of a document under which a bibliographical record can be traced. |
| Added Entry  | An entry other than the main entry-made to facilitate further search in a catalogue |
| Collaborator | A person or a corporate body who work with one or more associates to produce a document. |
| Element      | A distinct unit of bibliographical information and forming Preliminaries part of an area of the description in the catalogue entry. |
| General Material Designation | Usually used for identifying the non-book material |
| Heading      | Heading is that part of the entry in the catalogue through which the document is traced, it is an access point and placed at the head of an entry. |
| Indention    | The vertical lines in the catalogue card. |
| Main Entry   | The complete record of a document, which gives the maximum information. |
| Parallel Title | Title in another language or script. |
| Standard Number | An internationally agreed upon number through which a document can be identified |
| Tracing      | It is the record of the items that are to be further prepared for the document on hand. |
| Unit Card    | A main entry, which can be duplicated as many as required and used for the preparation of other added entries with addition of appropriate headings. |

### 8.13 REFERENCES AND FURTHER READING


UNIT 9  CHOICE AND RENDERING OF HEADINGS AND STATEMENT OF RESPONSIBILITY

Structure

9.0 Objectives
9.1 Introduction
9.2 Personal Author
   9.2.1 Heading for Personal Author
   9.2.2 Western Names
   9.2.3 Indian Names
9.3 Cataloguing Practice
   9.3.1 Single Personal Author
   9.3.2 Shared Responsibility
9.4 Books under Editorial Direction
9.5 Pseudonymous Authors
9.6 Corporate Bodies
   9.6.1 Government as Corporate Body
   9.6.2 Institutions, Associations and Societies
   9.6.3 Conferences, Seminars, Symposia
9.7 Summary
9.8 Answers to Self Check Exercises
9.9 Keywords
9.10 References and Further Reading

9.0 OBJECTIVES

Preparation of catalogue in any library is an essential activity and there are set rules about how to prepare the catalogue. This Unit covers some basic rules of AACR-2R.

After reading this Unit, you will be able to:

- identify a single personal author;
- describe and render the different elements in the catalogue card;
- learn how to catalogue a book with and without collaborators;
- know how books are to be catalogued when there are two or three authors;
- catalogue books published under editorial direction;
- catalogue books written by pseudonymous authors; and
- identify corporate authors and catalogue books written by them.

9.1 INTRODUCTION

In the previous Unit you have learnt the basics of cataloguing practice. You now know what and how to write the different elements of a catalogue. The elements included in the description may vary from book to book.
Once a document is in your hands you have to study the title page, which is the main source of information for cataloguing purpose. The title page provides you the name of the author, other collaborators if there are any, the title of the book, the place of publication, the name of the publishers, ISBN number, etc. In a few cases, you may have to go beyond the title page to look for other information, e.g., series are usually given in other pages.

The author who is responsible for the thought content of the document is important for cataloguing purposes. Books are written by one author or more than one author or by corporate bodies. In this Unit we are going to discuss books written by a single personal author. Author’s name becomes the heading of a main entry or it is an access point for search in the catalogue. In this Unit we are going to discuss about how to render the names of personal authors and corporate bodies as a heading and also the other headings in added entries.

9.2 PERSONAL AUTHOR

Books are identified with their authors or titles. Author is mainly responsible for the thought content of the book. The author may be personal or corporate. In this Unit, we will be discussing about, personal author. The AACR-2R defines a personal author as the one who is “chiefly responsible for the creation of the intellectual or artistic content of a work”. For example, “writers of books and composers of music are the authors of the works they create; cartographers are the authors of their maps; and artists and photographers are the authors of the works they create”.

The main entry in the catalogue is made under the name of the personal author when it is so established. The source to find the name of the personal authors is the title page, which is called the chief source of information. In a dictionary catalogue the main entry is made in the name of the personal author, or corporate author or by “the title depending on the nature of publication. The first part in the catalogue is the heading. A heading can be the name of a person, or a single word or a phrase, which is placed at the head of a catalogue entry to provide an access point in the catalogue. As we are going to discuss about the personal author in this Unit, our task is to establish under which part of the name of the author the entry is to be made. Let us see how different names are to be established.

General rule for AACR-2R (Rule 21.1A2) states that “enter a work by one or more persons under the heading for the personal author, the principal personal author or the probable personal author”, Rule 21.4A1 which concerns works of single personal authorship, states that “enter a work, a collection of work or a selections from a work or works under the heading for that person.

9.2.1 Heading for Personal Author

Chapter no. 22 of AACR-2R deals with the choice of names of persons. The rule states to choose the name “by which he or she is commonly known. This may be the person’s real name, pseudonym, title of nobility, nick name, initials or other appellation.” This is a general rule. Problem arises when we want to find the commonly-known name. Names vary from country to country. Cultural background, language, tradition, etc., govern the patterns of names. Origins and history of names is monumental and it is not possible to discuss them here. Only few basics which Indian libraries commonly confront will be discussed in this Unit.
9.2.2 Western Names

Western names have usually two or three parts. The last part is called the family name or surname. In cataloguing, the surname is to be made the heading. It is called the entry element. Below are given a few names and the part of the name that is underlined is the entry element.

i) George Bernard Shaw
ii) Bertrand Russell
iii) Ralph W.A. Eliot
iv) Sir Arthur Conan Doyle
v) Arabella Mc Nair-Wilson
vi) Norman Del Mar
vii) Thomas De Quinicy
viii) Le Corbusier

The style or format of writing the heading in a catalogue is:

i) Shaw, George Bernard
ii) Russel, Bertrand
iii) Eliot, W.A. Ralph
iv) Doyle, Sir Authur Conan
v) Mc Nair - Wilson, Arabella
vi) Del Mar, Norman
vii) De Quincy, Thomas
viii) Le Corbusier

The first three names are entered under the last part of the name, which is the surname. The fourth name includes the British title of honour and in such cases, the honorific title has to be added to the name if the term commonly appears along with the name. Fifth name is a compound surname. Compound surnames also exist without a hyphen and the sixth name is such an example. Surnames also appear with an article or prepositions or combination of the two and in such cases, the entry element is to be made under the prefixes as in examples seven and eight above.

There are many more aspects about entry element and you are advised to go through Chapter 22 of AACR-2R.

9.2.3 Indian Names

The entry element for Indian authors is not uniform. It varies from region to region. The AACR-2R prescribes some broad rules (Rule No. 22.25). The rules direct us to enter under the first word of the personal name in cases -of authors born before the middle of the 19th century, like Panini, Aryabhatta, Asvaghosa, Bhattoji Diksita, etc., and for the later Northern Indian authors under the surname e.g., Kapoor, Raj; Khurana, Rakesh, etc. Southern Indian authors are usually entered under their forenames e.g., Jagannathan, V.R., Rama Rao, C, etc. However, there are many exceptions in both the cases.
There is one full chapter in Ranganathan’s book *Classified Catalogue Code* on Indie names. You are advised to study that chapter to know more about Indian names.

Self Check Exercises

Note: i) Write your answers in the space given below.

   ii) Check your answers with the answers given at the end of this Unit.

1) How will you identify the entry element of Western and Indian authors?

9.3 CATALOGUING PRACTICE

In Unit 8, we discussed about the style of writing cataloguing entries and what its format should be. Let us put that knowledge into practice. In practice, actual title page of a book will be given with as much details as are required to catalogue the book. In rendering several elements we also come across a few problems. We will discuss those problems and the solutions provided by AACR-2R.

9.3.1 Single Personal Author

When a book is written by a single author the heading is to be made under the name of the author in inverted form. In Unit 8 the example of the book titled “The Deviant Pupil” showed you how to prepare the main entry and the added entries in the case of a book written by single author.

Let us take another example where a few other elements are present. Whenever we are going to discuss an example, the title page of the book will be reproduced and other information will be provided to complete the cataloguing.
### Example 1

**INTRODUCTION TO DIGITAL TECHNOLOGY**

Third Edition

Louis Nashlesky  
Professor, Department of Electrical and  
Computer Technology  
Queensborough Community College  
of the City University of New York  

John Wiley and Sons  
New York Chichester  
Brisbane Toronto  
Singapore

---

**Other Information:**  
Call No. 621.381958 NAS  
Accession No. 14914  
Pages vii, 536  
Date of publication of the third ed. 1983  
Size 23 cm.  
Other information given on the back Rev. ed. of Introduction to digital technology, 2nd ed. 1977

---

**Main Entry**

<table>
<thead>
<tr>
<th>621.381958</th>
<th>Nashlesky, Louis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>14914</td>
<td>2nd ed. Published under the title: Introduction to digital computer technology, 1977.</td>
</tr>
</tbody>
</table>

1. Computer. I. Title
In this case two added entries are to be made one under subject i.e., COMPUTER and the Title-Introduction to digital technology.

There are two extra elements in this example compared to example given in Unit 8. There is an edition statement. Editions are to be written in figures though it is in words in the title page. In the notes area, its previous publication history has been given. The designation of the author is given in the title page but not in the entry. The name of the publishers given in the entry is enough to identify the publisher (we have removed 'and Sons' from the publishers name.

Example 2

MAHARAJA

A biography of Shriman Tapasviji Maharaj
A Mahatama who lived for 185 years

By
T.S. Anantha Murthy

Revised American Edition
Dawn Horse Press San Rafael

Before you start to catalogue the book, your first job is to establish the name of the author. This is a typical Southern Indian name. The author is well known as Anantha Murthy and not as Murthy. Such difficulties arise in establishing several Indian names, particularly Southern Indian names. Main entry card for the example is given below:

Main Entry

<table>
<thead>
<tr>
<th>294.50924</th>
<th>Anantha Murthy, T. S.,</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>246p. : 22 cm</td>
</tr>
<tr>
<td></td>
<td>ISBN 0-913992-17-x</td>
</tr>
<tr>
<td></td>
<td>1. Tapasviji Maharaj, 1770-1955. 2. Yogis</td>
</tr>
<tr>
<td></td>
<td>India- Biography. I. Title.</td>
</tr>
</tbody>
</table>
In this example the name of the author is to be established. In the edition statement abbreviation has been used for revision as per the notations given in Appendix B of AACR-2R. When the place of publication is not well known, it is necessary to give the name of the country or province for necessary identification or to distinguish it from other places by the same name. You can use an abbreviation if it is provided in the Appendix of AACR-2R. Hence we have added [Calif.] for California (in square brackets as the name was taken outside the main source). The year 1770-1955 is taken from the book, if it is collected from outside sources it is to be enclosed in square brackets.

Example 3

INTRODUCTION TO INTERNATIONAL RELATIONS

PIERRE-MARIE MARTIN

Translated from the French
By ARTI SHARMA

Edited by
J.C. JOHARI

STERLING PUBLISHERS PRIVATE LTD.
New Delhi- 110016, Bangalore- 560001

Other Information
Call No. 327 MAR
Accession No. 11200
Date Of Publication 1986
Pages 183
Size 21½ cm.

Before you start cataloguing, the first job is to understand how the main entry is to be prepared. In this example, apart from the author, there are two more persons responsible for the publication of the book. They are called collaborators. There is no doubt about the heading. It should be under the author. Let us first prepare the main entry and then discuss the other problems involved.
There is no problem as far as the heading is concerned. In the statement of responsibility, the names of the translator and editor who are called collaborators are given. This type of collaboration is also called 'mixed responsibility'. Each collaborator is preceded by semicolon.

The size of the book is given in the main entry as 22 cm. Though in the information it is stated as 21 1/2 cm. whenever, there is a fraction of a centimeter, it is to be given in the higher whole number. We would like to take this opportunity to learn some more details about the sizes of the documents:

i) If volume measures less than 10 centimeters, record the height in millimeters.

ii) If the width of the volume is either less than half the height or greater than the height, give the width following the height preceded by a multiplication sign, like 18 x 6cm. 18 x 30cm.

iii) In a multivolume set, if the sizes of volumes differ, give the largest size.

Read further Rule No. 2.5 D in AACR-2R.

The added entries are given in the tracing section. They are: i) Subject ii) Collaborator or editor and iii) Title. Please note that added entries are not given in case of all the translators. The rule (21.30K1) in this regard states:

Make added entry for a translator if:

i) main entry is under the heading of a corporate body;

ii) main entry is under the title;

iii) translation is in verse;

iv) translation is important in its own right;

v) work has been translated into the same language more than once;

vi) wording of chief source of information of the item implies that the translator is author;

vii) main entry heading may be difficult for catalogue users to find.
In our example translator does not fall under any of these categories and hence no added entry is to be prepared. We will need to prepare added entry for the editor as indicated below:

**Added Entry – Editor**

<table>
<thead>
<tr>
<th>327</th>
<th>Johari, J. C.; ed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR</td>
<td>Martin, Pierre Marie:</td>
</tr>
<tr>
<td></td>
<td>Introduction to international relations ..</td>
</tr>
<tr>
<td></td>
<td>(Rest as in the main entry)</td>
</tr>
</tbody>
</table>

---

**Self Check Exercises**

**Note:**

i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

2) Identify the entry element for the following authors:

   a) Elizabeth de Fontenay  
   b) Dr (Miss) Chandrika Ayyar  
   c) Geoffrey Walford  
   d) Sir Edward Elgar  
   e) James C. Van Home  
   f) B.K. Sen Gupta  
   g) Rupert Croft-Cooke  
   h) Roe-Merrill Heffner  
   i) Heinrich Von Kleist  
   j) Antonie de La Sale

3) How will you render the following elements?

   a) Size of the book is 24.2 cm.
b) Size of the book in width is 29.5 cm. And height 21 cm.

c) Heights of a set of three volumes are: 23 cm., 23 cm. and 26 cm,

d) Third Revised Edition

e) There is no publication date but copyright date is given as 1975


g) There are two ISBN numbers in the book as follows: 0-521-21817-9
Hard cover 0-521-29285-9 Paper Back

h) Will you give added entry for a translator who has translated a Sanskrit Play?
This play has also been translated by a few others.

i) If there are three collaborators, what punctuation marks are to be given in the statement of responsibility for each collaborator?

j) If a place name of a publisher is unknown, how should it be identified in the entry?

9.3.2 Shared Responsibility

It is a common practice for two or more authors to get together and write books. The AACR calls such works as shared responsibility.
The heading in the main entry in such cases depends upon the number of authors and their share of contribution to the work. In the title page of the book the names of the authors are normally printed alike but in some rare cases any one of the authors may be given prominence either by wording or by layout. The AACR calls such cases as shared responsibility not indicated or shared responsibility indicated as the case may be and also provides different entry elements for them.

The AACR-2R has defined the shared responsibility as “Collaboration between two or more persons or bodies 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 separable from that of the others”.

There are specific rules applicable to shared responsibility. The AACR-2R has elaborated the scope of shared responsibility to which the rules can be applied. Rule 21.6A gives the scope of the rules as:

i) works produced by the collaboration with two or more persons
ii) works for which different persons have prepared separate contributions
iii) works consisting of an exchange between two or more persons (like correspondence, debates)
iv) Collaboration can also be between two or more corporate bodies or between a corporate body and a person.

**Principal Responsibility Indicated**

In a work of shared responsibility a particular author may have undertaken more responsibility for the creation of the work. The AACR-2R makes a distinction under two categories:

i) Principal responsibility indicated; and
ii) Principal responsibility not indicated.

Let us first discuss the meaning of Principal Responsibility Indicated. In cases of books where there are two or more authors and if one of the authors is attributed with principal responsibility by giving prominence such as, by wording or layout etc., the rule (Rule No.21.6B 1) prescribes to make the main entry under the author who has been given prominence. For instance, if there are three authors and they are printed on the title page as shown below:

LoydEnrick  
SHEPHERD B. CLOUGH  
Theodore F. Marburg

Then, the indication is that the main entry heading should be made under the author Shepherd B. Clough because his name is given prominence by typography. Let us take another example of three authors:

Connie Haynes  
With  
Eve Kraft and John Conroy

In this case, the main entry heading should be under Connie Haynes because she has been given prominence by wording.
This is called ‘Principal Responsibility Indicated’ where the author can be the first, second, or third author but if the name is shown distinct from other authors by wording or layout, the main entry heading has to be made under that author. In case two authors are shown as principal authors then the entry is to be made under the first named principal author.

Let us now discuss when principal responsibility is not indicated.

**Principal Responsibility Not Indicated**

Usually, when there are two or more authors and they are printed alike on the title page it means they are given equal status, or AACR-2R calls such situations as ‘Principal Responsibility Not Indicated’. Under this category, it further distinguishes shared responsibility as follows:

i) books written by two or three authors;

ii) books written by more than three authors.

The entry element in case of books written by two or three authors should be under the first named author and, if the principal responsibility is not attributed to any one of them either by wording or layout added entries are to be made for the other two authors.

When books are written by more than three authors, and, principal responsibility is not indicated, the main entry is to be made under the title of the book and added entry for the first named author only. In the statement of responsibility also only the first named author is to be transcribed and leaving three dots it is to be written [*et al*] in square brackets (refer example No. 11). It is a Latin abbreviation for *et al* meaning ‘and others’.

**Self Check Exercises**

**Note:** i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

4) How do you distinguish principal author from the other authors?

5) What is the rule for making main entry heading when principal author is not indicated?
Books Written by Two Authors

Example 4

William N. Dember Joel S. Warm

Psychology of Perception

Second Edition

Holt, Rinehart and Winston
New York, Chicago San Francisco

Other Information
Call No. 152.1/DEM
Accession No. 5302
Date of Publication of 2nd edition 1979
Pages viii, 536
Size 24 cm.

In the example, the principal responsibility is not indicated, there are two authors and both are equally treated. In such cases the entry is to be made in the name of the first stated author. The main entry card for this example is worked out below:

Main Entry

<table>
<thead>
<tr>
<th>152.1</th>
<th>Dember, William N.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5302</td>
<td>1. perception. I. Warm Joel S. II. Title.</td>
</tr>
</tbody>
</table>
The tracing shows what additional entries that are to be prepared viz., (i) subject entry (ii) entry for the second author and (iii) the title entry. The added entry for the second author is shown below:

**Added Entry – Second Author (also called Joint Author)**

<table>
<thead>
<tr>
<th>152.1</th>
<th>Warm, Joel S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEM</td>
<td>Dember, William N.</td>
</tr>
</tbody>
</table>

**Psychology of perception**

*(Rest as in the main entry)*

---

**Books Written by Three Authors**

The general rule in case of three authors is to make the main entry under the name of the first author if anyone the other two authors are not shown as principal author by wording or typography. In such cases, the second and third authors are given added entries. Based on this explanation following examples is given

**Example 5**

**DEVELOPMENTAL PSYCHOLOGY**

Robert M. Liebert  
State University of New York at Stony Brook

Rita Wicks-Nelson  
West Virginia Institute of Technology

Robert V. Kail  
Purdue University

Prentice-Hall, Englewood, Cliffs, New Jersey
There are three authors and all the three are given equal status. No author has been shown either by wording or layout as principal author. In such cases, the rule is to make the heading in the main entry under the first named author and to give added entries to the other two authors. The main entry for this example is shown below:

Main Entry

<table>
<thead>
<tr>
<th>155</th>
<th>LIE</th>
<th>Liebert, Robert M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6130</td>
<td>viii, 548.;24 cm.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ISBN 0-13-208109-1</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next card.

Main Entry (continued)

<table>
<thead>
<tr>
<th>155</th>
<th>LIE</th>
<th>Liebert, Robert M.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Psychology, Developmental. I. Wicks- Nelson, Ritta. II. Kail, Robert V. III. Title.</td>
</tr>
</tbody>
</table>

Continued 1.
Books Written by more than Three Authors

In cases of books written by more than three authors, the rule given in AACR-2R is as stated below:

“If responsibility is shared between more than three persons or corporate bodies and principal responsibility is not attributed to any one, two, or three, enter under title and make an added entry under the heading for the first person or corporate body named”.

Based on this rule, we have worked out an example of a work written by more than three authors.

Example 6

PRINCIPLES OF PSYCHOLOGY

Richard H Price
Mitchell Glickstein
David L. Horton
Ronald H. Bailey

Holt, Rinehart and Winston
New York, Chicago, San Francisco

Other Information

Call No. 150 PRI
Accession No. 64244
Date of Publication 1982
Pages xvii, 650
Size 26 cm.
ISBN 0-03-048411-1
In this example there are four authors and none are attributed principal responsibility and hence the main entry is to be prepared under title of the book. Added entry is to be provided only to the first mentioned author. Accordingly, the main entry for the book is shown below:

Main Entry

<table>
<thead>
<tr>
<th>150</th>
<th>Principles of psychology / Richard H.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5819</td>
<td>ISBN 0-03-048411-1</td>
</tr>
<tr>
<td></td>
<td>1. Psychology. I Price, Richard H.</td>
</tr>
</tbody>
</table>

In the statement of responsibility we have shown only the first named author in the title page of the book. The name of the author is followed by three-dots which indicates that we have omitted some more names of authors. An indication to the extent that other authors are also associated, is shown by et al which means ‘and others’. You will notice that the continuation of title and responsibility area is from second indentation. This type of entry is known as hanging indentation.

Further, only the first named author is provided an added entry as indicated in the tracing section.

9.4 BOOKS UNDER EDITORIAL DIRECTION

Let us now take up books, which are published under the names of editors.

Many persons write short articles and someone takes the responsibility of collecting, editing and publishing those articles in a book form giving a title for the book. AACR-2R calls this as a collective title.

'A collective title is one in-which three or more works or parts of works by one author are published together or it may be two or more works or part of works by more than one author published together'.

For books published under the editors (also sometimes called compilers) the main entry heading will be the title. Added entry is to be made for the principal editor (or the compiler as the case may be) or the first named editor on the title page.

Based on the above explanation two examples are worked out below:
From the title page you can make out that the book is edited by one person. In fact, in the book there are eight contributions by different authors with different titles to their individual contributions. It is not likely that anyone would ask for the book by the name of a contributor. In this case the thought content is not of the editor and hence the main entry is to be made under the title of the book with an added entry for the editor. Accordingly, the main has been worked out as shown below:

**Main Entry**

<table>
<thead>
<tr>
<th>001.535</th>
<th>ART</th>
<th>Artificial intelligence: the Case</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>against / edited by Rainer Born.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>xxxv, 220p.; 23 cm.</td>
</tr>
<tr>
<td>8245</td>
<td></td>
<td>ISBN 0-7099-3293-6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Artificial intelligence: I Born, Rainer, ed.</td>
</tr>
</tbody>
</table>
The main entry is made under title. Note the style of rendering. The entry has been written in hanging indentation. Two added entries are to be made for this example one for subject and the other for editor as indicated in the tracing section.

If there are more than one editor similar principle is followed as is done in the case of shared responsibility. For up to three editors all names are to be provided in the responsibility section. In case there are more than three editors then indicate the name of the first editor followed by three dots and [et al].

"IN" Analyticals

Let us go back to our earlier example (Example 7). We have catalogued the book Artificial Intelligence edited by Rainer Born. In the book there are eight contributions and each contribution has a separate title and author. This fact can be stated in the main entry and the main entry can be made as follows:

Main Entry

| 001.535 | ART | Artificial intelligence: the Case against/ 
|--------|-----|------------------------------------------|
|        |     | edited by Rainer Born. _ London: 
| 8245   |     | Xxxx, 220p.;23 cm. 

All the eight contributions should be shown, though it is rarely done. The contributions can be shown both by authors and titles. In the main entry above we have shown

Analytical Entry – Author

<table>
<thead>
<tr>
<th>001.535</th>
<th>ART</th>
<th>Putnam, Hilary.</th>
</tr>
</thead>
</table>
|        |     | Computational Psychology and interpretation / Hilary Putnam. 
|        |     | p.1 _18; 23 cm 
|        |     | In Artificial intelligence the case against / edited by Rainer Born. 
the book edited by Rainer Born and page numbers of their contributions are 1 to 18 and 19 to 40 respectively. The “IN” analyticals consists of (i) title and statement of responsibility (ii) editions, if any (iii) numerical designation (of a serial) (iv) physical details (of a monographic item). (Rule 13.5)

What is stated above can be clarified by working out the appropriate entries.

**Analytical Entry – Author**

<table>
<thead>
<tr>
<th>001.535</th>
<th>ART</th>
<th>Searle, John R.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>&quot;minds, brains and programme/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>John R. Searle, p. 19-40 23 cm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Artificial intelligence the case against/ edited by Rainer Born.</td>
</tr>
</tbody>
</table>

For the above author entries, we can also prepare title entries. For the two examples shown above we have worked out title analytical as follows:

**Analytical Entry – Title**

<table>
<thead>
<tr>
<th>001.535</th>
<th>ART</th>
<th>Computational Psychology and interpretation / Hilary Putnam</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>p.1-18; 23 cm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Artificial intelligence the case against/ edited by Rainer Born</td>
</tr>
</tbody>
</table>
9.5 PSEUDONYMOUS AUTHORS

Sometimes authors hide their real name internationally and write under an assumed name. This is called a ‘pseudonym’. A pseudonymous author is one who writes under a fictitious name. In some instances, two or more authors join together and write under one pseudonym.

Interesting part is that sometimes an author writes under his/her real name as well as on assumed name. These problems are to be solved in cataloguing so that the books of one author are placed together. The AACR-2R recommends the following solutions:

Rule No. 22.2B 1: If all the works by a person appear under one pseudonym or if the person is predominantly identified in reference sources by one pseudonym choose the entry element under that pseudonym. Further, Rule No. 22.2B2 states that a person who uses several pseudonyms and also writes under his own name, entry has to be made under the predominant name. In case the predominant name cannot be determined, the entry has to be made as it appears in the later editions of his or her works.

If two or more persons collaborate and use a single pseudonym, use the pseudonym as the heading for the works produced by-their collaboration.

In all the above cases vice reference has to be provided from the pseudonym to the real name or vice-versa. The example given below will further clarify the Rules stated above.
THE GIFT OF MAGI

By
O. Henry

Illustrated by
Erik Blegvad

Hawthorn Books
New York

Other Information
Call No. 813.52/OHE
Accession No. 3011
Date of Publication 1972
Pages 29
Size 17 cm.

There are few illustrations

Note: The actual name of O. Henry is William Sydney Porter, however, the author is predominantly known by his pseudonym.

The title page is simple. There is a simple personal author, but the author’s name is fictitious. It is the pseudonym and the actual name of the author is William Sydney Porter. However, the author is predominantly known by his pseudonym and as such the heading will be under the pseudonym. Accordingly the main entry card has been worked out.
In this example other than the added entries for subject and title we will also need a reference entry for the real name of the author. Also notice that the pseudonymous name of William Sydney Porter, it is O. Henry and not Henry, O., hence the name is not inverted. There are several works under O. Henry specially written for children. The 'See' reference entry for this example is illustrated below:

One more example is worked out to explain pseudonyms, in this case two title pages are given and you can understand why different types of entries are required.
Example 9

RIP VAN WINKLE

BY

Washington Irving

Drawings by
Arthur Rackham

Lippincott
Philadelphia

Other Information
Call No. 813.2 IRV
Accession No. 23484
Date of Publication 1967
Pages xiv, 64
Size 24 cm.

Example 10

BRACEBRIDGE HALL
OR
THE HUMOURIST

A Medley
By
Geoffrey Crayon

Edited by
Herbet F. Smith

AMS Press
New York
1973
Note: Geoffrey Crayon is one of the pseudonyms of Washington Irving. He has written under two more pseudonyms i.e. Jonathan Oldstyle and Lannaelot Wagstaffe. However, author is identified in later edition of his work by his real name.

Both the title pages on the face of it seem simple in nature. But in Example No. 10, the name of the author is not the real name but is a pseudonym of Washington Irving. In fact Washington Irving had written in two more pseudonyms, in the name of Jonathan Oldstyle and Lannaelot Wagstaffe. Let us first catalogue the books and discuss the problem.

Main Entry (Example 9)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3014</td>
<td></td>
<td></td>
<td>1. American fiction. I. Rackham, Arthur. II. Title.</td>
</tr>
</tbody>
</table>

Main Entry (Example 10)

| --- | --- | --- | --- |
As far as example 9 is concerned, we have found that it is a simple title and there are no problems. In the case of Example 10, the name of the author is not the real name. It is one of the pseudonyms of Washington Irving. Now the question arises under which name the entry heading has to be coined. The Rule No. 22.2B2 states “If a person has established two or more bibliographic identities, as indicated by the fact that works of one type appear under one pseudonym and works of other types appear under other pseudonyms or the person’s real name, choose, as the basis for the headings for each group of works, the name by which works in that group are identified.” Again, if the person is a contemporary author and writes in more than one pseudonym as well as real name, use the name that appears in each work (Rule 22.2B3). However, if the case is not either of these two cases, choose, as the basis for the heading, the name by which that person has come to be identified in later editions of his or her works. (Rule 22.2B4). In example 10 you will notice that heading has been made under the real name of the author i.e. Washington Irving though in the title page the author name is Geoffrey Crayon, the pseudonym of the author. In the statement of responsibility however the pseudonym is given followed by the real name of the author in square brackets after i.e. In the example 10 we will also need to provide a ‘See’ reference card to direct the readers from pseudonym to the real name of the author as given below:

<table>
<thead>
<tr>
<th>Crayon, Geoffrey</th>
<th>See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irving, Washington</td>
<td></td>
</tr>
</tbody>
</table>

### 9.6 CORPORATE BODIES

As per AACR-2R a corporate body is “an organisation or group of persons that is identified by a particular name and that acts, or may act, as an entity”. Some of the best known examples of corporate bodies are governments, different agencies of the governments, religious bodies, associations, institutions, conferences, fairs and festivals and so on. We will try to give some illustrative examples so that they may help you to make entries for corporate bodies.

We will take up some simple examples of corporate bodies under i) Government, ii) Committees and Commissions, iii) Institutions, Associations and societies, and iv) Conferences, Seminars, Symposia. All the basic rules, which you have studied so far, are also applicable to corporate bodies. There is no difference in making different entries. Only change is in the heading. You have to establish the correct heading for
corporate bodies as you do in case of personal authors. The basic rule is to enter a
corporate body directly under the name by which it is predominantly identified

9.6.1 Government as Corporate Body

Government is one of the biggest publishers in many countries. The word government
means the totality of corporate bodies (executive, legislative and judicial) exercising
powers of a jurisdiction. The heading for the government is the geographic name of
the area (country, province, state, municipality, etc.). That is, if we are treating
Government of India as an author, the entry heading should be the geographical
name, i.e., India. If there is any conflict in the name of a country, state, province, it is
to be distinguished by an individualising element, e.g.

- Germany (Democratic Republic)
- Germany (Federal Republic)
- Korea (North)
- Korea (South)

Government Officials

Government dignitaries acting in their official capacity are to be entered as such and
not by their names. Sovereign, President, Governor, Prime Ministers and such others
are entered by designation and not by their names. Examples are:

- United Kingdom. Sovereign (1952: Elizabeth II)
- India. President (1962-67: Radhakrishnan)
- India. Prime Minister

Note: In the case of head of State (President, Governor etc.) add the period of
incumbency and name as terms of addition. If the name varies according to sex
(king, queen, etc.) use a generic term suitable to both sexes such as Sovereign instead
of king, queen, etc. In the case of head of government who is not a head of state, add
only the official designation. Do not add the period and name.

Government Agencies

There are several government bodies, which usually fall under the executive, legislative
or judicial jurisdiction. The rules prescribed for government bodies or government
agencies should be clearly understood. Some of the agencies are entered directly
under their names. But, there are several cases where subordinate bodies also can
be entered directly under their names. In this section some examples of such agencies
are enumerated. They are only illustrative and from experience you will be in a position
to pick up the correct entry elements for such bodies. Some examples are:

- India. Ministry of Defence
- India. Ministry of Information and Broadcasting
- India. Supreme Court
- India. Parliament. Lok Sabha
- India. Parliament. Rajya Sabha

The purpose of inserting Parliament is to bring together the publications of Lok Sabha
and Rajya Sabha at one place.
Below are given some examples of subordinate bodies which are entered directly though they have parent organisation.

1) **India. Central Statistical Organisation**  
   **Hierarchy is:** India  
   Ministry of Planning  
   Central Statistical Organisation

2) **India. Director General of Employment and Training**  
   **Hierarchy is:** India  
   Ministry of Labour  
   Director General of Employment and Training

3) **India. Controller General of Accounts**  
   **Hierarchy is:** India  
   Ministry of Finance  
   Controller General of Accounts

In the examples shown above, the middle body is not taken into consideration for entry element and the heading is made under the lower body, because there is no ambiguity.

There is another type of body which is usually created or controlled by government like.

   Indian Space Research Organisation
   Indira Gandhi National Centre for Arts

In such cases entry is made directly under the name of the organization.

Now let us look into some worked out examples under Government.

**Example 11**

**Jawaharlal Nehru's Speeches**

1949-1953

**Publication Division**

Ministry of Information and Broadcasting
Main Entry

<table>
<thead>
<tr>
<th>923.254</th>
<th>NEH</th>
<th>India. Prime Minister</th>
</tr>
</thead>
</table>
| 3090    |     | Jawaharlal Nehru's speeches  
|         |     | 1947-1953. Delhi: Publication Division,  
|         |     | 1954.  
|         |     | ix, 586p.; 25cm.  

1. Nehru, Jawaharlal - speeches  
I. Nehru, Jawaharlal. II. Title.

In this example we will have three added entries: i) Subject Heading (Nehru, Jawaharlal - speeches) ii) Author (Nehru, Jawaharlal) and iii) Title (Jawaharlal Nehru’s Speeches (1949-1953)).

Example 12

Seventh Five Year Plan  
1985-1990

Mid-term Appraisal

Government of India  
Planning Commission

Printed by Manager  
Government of India Press
The only organisation that is responsible for the publication of the document is the Planning Commission of the Government of India. Entry cannot be made directly under planning Commission as it can be applicable to any country and hence it should be entered subordinately under the main heading for the whole government. Date of publication is not mentioned and it is presumed to have been published sometime in the 1980s. Such dates are shown as in the example (refer Rule Number 1.4F7).

We will take another example under government where there are hierarchies of organisation and show how the headings should be selected.

**Example 13**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1984</td>
<td></td>
</tr>
<tr>
<td>Department of Statistics</td>
<td></td>
</tr>
<tr>
<td>Minister of Planning</td>
<td></td>
</tr>
<tr>
<td>Government of India</td>
<td></td>
</tr>
</tbody>
</table>

Delhi
Manager, Government of India Press
1984
Some explanation is required on the heading for corporate body in this example. The hierarchy of the organisations concerned in the document is:

India
Ministry of Planning
Department of Statistics.

In this case we cannot exclude the Ministry of Planning because there can be other Departments of Statistics under different Ministries of the Government of India.

Also notice that the heading section is continued from the third indention as the corporate authors name is long and could not be adjusted in one line.

There are only two added entries, subject and title entries.

Committees and Commissions

The Governments frequently appoints several committees and commissions to deliberate on several aspects. These committees and commissions submit reports to the government. Committee reports are vital from different angles. They are constantly sought in the libraries for reference or research work. Some libraries make separate sections in their libraries for government reports because of their importance. Committee and commission reports may become popular either by the name of the committee and commission or by the names of the chairpersons of these committees and commissions. To mention at random the names of some committees and commissions are:

   Chairman of the Commission: D.S. Kothari.

iii) Committee on Taxation of Agricultural Wealth and Income, 1972.
    Chairman: K. N. Raj

    Chairman: K. Brahmananda Reddy

These are either directly entered under the name of the committee or commission or
the subordinate bodies of the government. Additional entries are provided for the
chairman. Based on the above discussion we have worked out two examples under
committee and commission.

Example 14

![Report of the Wage Revision Committee for Port and Dock Workers for Major Ports, 1974](image)

Ministry of Shipping and Transport 1977

Other Information:
Call No. 33L28 IND
Ace. No. 3098
Pages vi, 354
Size 20cm
Note Chairman of the Committee: B.N. Lokur.

Main Entry

The committee here is a subordinate body appointed by the Ministry of Shipping and Transport of the Government of India. However, it can be subordinately entered directly under the heading for the whole government, omitting the name of the intermediate body in the hierarchy, i.e., the Ministry of Shipping and Transport. Nevertheless, a cross reference may be given from an indirect heading including the name of the ministry.

The date given along with the name of the Committee is the year of its appointment. This serves as a term of addition, in case another such committee is constituted at a later date. Sometimes the reports of many such committees become popular by the names of the chairman of such committees. Hence, additional entries are provided for the chairman. In this example two special added entries are to be made, one under the name of the Chairman and the other is the second title entry referring to the Chairman as Lokur Committee Report (as the Committee is popularly known by the name of the Chairman).

9.6.2 Institutions, Associations and Societies

In this section we will discuss about institutions, associations and societies. These can be termed as organisations. Organisations can be at the international or national or local level. Some of the examples of the above stated organisations are given below:

International bodies, like:

United Nations. UNESCO, WHO, FAO, ILO, etc.

In every discipline there is one or more international organisations like:

International Federation of Library Associations and Institutions;
International Academy of Political Science and Constitutions Studies;
Commonwealth of Nations; NATO (North Atlantic Treaty Organisations); and so on.

In the same way every country has their national organisations like:

Indian Library Association; National Academy of Art; Indian Institute of Architects; Institute of Chartered Accountants of India; Geographical Society of India; etc.

Some local organisations are:

Bengal Library Association, Madras Literary Society, Rajasthan Academy of Science, Crafts Council of Western India and so on.

The publications of these bodies are usually directly entered under their names. We have worked out two examples covering some of the types of bodies discussed above.
Example 15

AMA
Management Handbook
Edited by the Russell F. Moore

American Management Association Inc.
New York

Other Information:
Call No. 658.02/AME
Ace. No. 3094
Date 1970
Pages xx, 48
Size 24 cm.
Note On the back of the title page it is stated that the copyright is with the American Management Association, Inc.

Main Entry

<table>
<thead>
<tr>
<th>658.02</th>
<th>AME</th>
<th>American Management Association.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3094</td>
<td></td>
<td>AMA management handbook/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>edited by Russell F. Moore.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Xx, 48p.; 24 cm.</td>
</tr>
<tr>
<td></td>
<td>ISBN 0-8144-5212-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Management Handbooks,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manual etc. I. Moore Russell F.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>II. Title</td>
<td></td>
</tr>
</tbody>
</table>
The main entry heading is under the name of the Association. Usually when a book is edited by someone, the entry is made under the title. Notes have a difference. Here the works emanates from a corporate body is of an administrative nature dealing with the procedures and operations of the body itself and as per Rule Number 21:1 B2, the entry is made under the body. Usual added entries as shown in the tracing have to be made.

Example 16

Association of American Colleges

Integrity in the College Curriculum
Report to the Academic Community

Association of American Colleges
Washington, D.C.

Other Information:
Call No. 375/ASS
Acc. No.. 4086
Date 1985
Pages vi,47
Size 21 cm

Main Entry

| 375  | ASS | Association of American Colleges |
|-----------------------------|-----------------------------|

| 4056 |  | Integrity in the college curriculum. |
|-----------------------------|-----------------------------|

|  |  | a report to the academic community. |
|-----------------------------|-----------------------------|

|  |  | Washington, D.C. The Association, |
|-----------------------------|-----------------------------|

1985.

|  |  | vi, 47p.; 21 cm. |
|-----------------------------|-----------------------------|

1. College and Universities Curricula. I. Title.
There is no difficulty in identifying the corporate body. The entry is made directly under the name of the body.

Institutional publications are quite common and such publications are constantly added to the collection of academic and research libraries. Cataloguing these publications as per AACR-2R usually does not pose much difficulty. Institutional publications are entered directly under the name of the institution unless the rule provides for entering subordinate under the name of a larger body. In the next section, we will now discuss about proceedings of conferences, seminars and symposia.

9.6.3 Conferences, Seminars, Symposia

Another type of publication which is very common is the proceedings of conferences, seminars, workshops, symposia, etc. Many conferences are held annually or at different intervals. The papers presented in these conferences, their deliberations and the recommendations are published in the form of proceedings. Many of these proceedings contain research findings that are constantly in demand in academic and special libraries; They require special treatment and AACR-2R has provided guidelines to catalogue them.

Some of the Rules to remember in case of conferences are:

i) The indications of the number, frequency or years to be omitted at the beginning of the name of the conference, e.g.,

All India Library Conference

*Not IX* All India Library Conference

ii) The number, year and place of the conference to be given as terms of addition in parentheses after the name of the conference, e.g., All India Labour Conference (26th: 1980: Delhi).

Below we have worked out two examples:

**Example 17**

Proceedings of the Ninth Lunar and Planetary Science Conference, Houston, TEXAS

March 13-17, 1978

Compiled by
The Lunar and Planetary Institute
Houston, Texas

Pergamon Press
Oxford
In accordance with the Rules, the word “Ninth” at the beginning of the title has been omitted. It is shown in parentheses along with the year of the conference and the place where it was held.

The full information as in the chief source, is given in the title area.
The elements which are shown in the parenthesis are to be separated by a space, colon and space.

In case of conferences, seminars, workshops, etc. the heading is actually the part of the title and not the sponsoring body. Conference is treated as a corporate body in accordance with Rule Number 21.IB 1.

Example 18

**Proceedings of the Symposium**

**on**

**Tropical Monsoons**

**Held at Pune-5, INDIA**

**8-10 September, 1976**

**Indian Institute of Tropical Meteorology**

**Pune**

**December, 1976**

---

**Other Information:**

Call No. 551.518/SYM

Ace. No. 4041

Pages xxiii, 544

Size 26cm

---

**Main Entry**

<table>
<thead>
<tr>
<th>551.518</th>
<th>SYM</th>
<th>Symposium on Tropical Monsoons</th>
</tr>
</thead>
</table>
9.7 SUMMARY

In this Unit, we have discussed entries relating to personal authors, collaborative works, and corporate bodies the entries that are to be prepared in the cataloguing practice for a given document. Under personal author, we have to first identify the entry element in case of Western authors as well as Indian authors. Examples of single personal authors have been worked out. The different areas like, statement of responsibility area, physical description area, ISBN and notes area have been covered. In the end the tracing section gives indication of what added entries are to be prepared.

The given examples cover both Western and Indian names. There are also two examples of books with collaborator along with an explanation of their functions. It has also been explained how one should handle additional entries for collaborators.

We have discussed in this Unit how to prepare entries when books are written by:

i) Two authors where principal responsibility is either indicated or not indicated.
ii) Three authors where principal responsibility is either indicated or not indicated.

Another item discussed is the pseudonym, where authors write under fictitious names. Solutions are provided with examples. It is shown how such books are to be catalogued.

We have defined a corporate body and enumerated different types of corporate bodies. Some of the bodies are governments, government officials, legislative bodies, committees and commissions, judiciary and other agencies of government. These are treated as corporate bodies as the outcome of their deliberations are the contributions of a group of people and not of any individual. Under different categories of corporate bodies we have also worked out some examples.

9.8 ANSWERS TO SELF CHECK EXERCISES

1) In case of Western authors, the family name which is called the surname is the entry element. Names of Indian authors vary. Southern Indian names are usually entered under their given names; in case of Northern Indian names, they are entered under their surname or under the last part of the name. However, there are exceptions in both the cases. Early Indian names are entered under the first word of the personal name.

2) (a) Fontenay, Elisabeth de (b) Chandrika Ayyar (c) Walford, Geoffrey (d) Elgar, Sir Edward (e) Home, James C. Van (f) Sen Gupta, B.K. (g) Croft-Cooke, Rupert (h) Heffner, Roe-Mariel (i) Kleist, Heinrich Von (j) La Sale, Antonie de.

3) (a) 25 cm. (b) 30 x 21 cm. (c) 26 cm. (d) 3rd rev. ed. (e) c1975, (f) 4th ed. 1988 (g) Whichever book that we are cataloguing, ISBN pertaining to that
books has to be given. If the library has hard copy, the ISBN of hard copy only will be entered, (h) Yes. (i) Semicolon between each collaborator (j) The state or country to be added to the place name.

4) Principal authors are distinguished from other authors by wording or layout.

5) When no principal author is indicated in the title page, the entry heading should be under the first named author for the books written by two or three authors. For books written by more than three authors, the heading should be under title of the books.

9.9 KEYWORDS

Collaborator : One who works with one or more associates to produce a work.

Element : A word, phrase or group of characters representing a distinct unit of bibliographic information and forming, part of an area description.

Format : Physical representation of an item.

Heading : A name, word or phrase placed at the head of a catalogue entry to provide an access point in the catalogue.

ISBN : International Standard Book Number, such numbers are given to identify a published monographic document.

Pseudonym : An assumed name by an author to conceal his or her identity.

Tracing : The record which shows the other entries prepared for the item. The numbered items are the heading under which the item is represented in the catalogue.

9.10 REFERENCES AND FURTHER READING


UNIT 10 CATALOGUING MULTI-VOLUMES, SERIAL PUBLICATIONS AND NON-PRINT MEDIA

Structure
10.0 Objectives
10.1 Introduction
10.2 Multi-volume Books
   10.2.1 Descriptive Element in Multi-volumes
   10.2.2 Title
   10.2.3 Pagination
   10.2.4 Date of Publication
   10.2.5 Sizes of Volumes
10.3 Examples of Multi-volumes
10.4 Serial Publications
   10.4.1 Definition of Serial Publication
   10.4.2 Problems in Cataloguing
10.5 Worked Out Examples of Serials
10.6 Cataloguing of Non-Print Media
10.7 Summary
10.8 Answers to Self Check Exercises
10.9 Key Words
10.10 References and Further Reading

10.0 OBJECTIVES

After reading this Unit, you will be able to:
• differentiate multivolume publication from others;
• make appropriate entries of multivolume sets;
• pin-point the problems in cataloguing of serial publications;
• catalogue serial publications with all the bibliographical details;
• identify the data elements of different types of non-print material;
• enumerate sources of information for cataloguing the non-print material; and
• describe the structure of catalogue entry for non-print material.

10.1 INTRODUCTION

In this Unit we will be covering some important aspects of cataloguing, viz, the entries for books which are published in multi-volume books, serial publications and non-print media.
Generally, books are published in a single volume. When thought content cannot be accommodated in a single volume of reasonable size, it is published as multi-volumed or multipart publication. Multi-volumed books are published in various ways; we will study these aspects and also offer suitable methods to catalogue them.

Serials are the backbone of special libraries. No worthwhile research on a subject can be undertaken without a representative collection of serials pertaining to the specialisation. For their effective use, the serials are to be properly organised: This Unit tries to explain, with proper examples, the rules of AACR-2R concerning serial publications.

The bibliographic description of printed material may be confined to the description of the physical nature of the material. But in the case of non-print material, it is essential to describe the content in full and with specific details. This is necessary because most of the non-print materials are generally equipment dependent and cannot be browsed directly. In such cases most of the required information have to be obtained by seeing the inside material. The cataloguer should be familiar with the General Material Designation (GMD), physical characteristics of individual material and the software and hardware required for the purpose.

AACR-2R provides specific rules for cataloguing of different types of non-print material. The General Rules for Description are given in Chapter 1 of AACR-2R, which is for description of all types of library material, both print and non-print. The procedure to be followed for describing non-print material is to first identify the type of format, the material belongs to and then refer to the rules given in the specific chapter for that type of material. Individual chapters for the description of non-print material direct the cataloguer to the General Rules in Part 1, Chapter 1.

### 10.2 MULTI-VOLUME BOOKS

Let us now take up another type of publication, called multi-volume books. Generally, books are published in the single volume, but when thought content cannot be accommodated in one volume of reasonable size, it is published in more than one volume. The AACR-2R calls multi-volumes as multi-parts and defines it as "a monograph complete, or intended to be completed in a finite number of separate parts."

Multivolume books may be published in various ways, such as:

- i) the title page common to all the publications
- ii) each volume has its own title besides the common title to all the volumes
- iii) all volumes may have continuous pagination or separate pagination for each volume
- iv) all volumes may or may not have same publication date.

There are several other peculiarities in the publication of multivolume sets. The authors or editors of each volume need not be same. The sequence of publication also need not be in serial order, for example, volume two can be published before volume one.

#### 10.2.1 Descriptive Element in Multi-volumes

The rules regarding choice of heading in case of multi-volumes is the same as applicable to all other publications discussed by us so far. The differences come in the case of descriptive element. The variations occur in the following three areas;
Let us discuss the above elements in brief.

10.2.2 Title

In multivolume publications, usually there are two types of titles.

i) Common title or common title pages to all the volumes

ii) Separate title for each volume in addition to a common title.

The description for these two types vary, as the first category consists of only one title for all the volumes and the second category consists of a generic title and a specific title for each volume.

When a set of volumes has different titles, the information about each title is to be given in the note area as content of the volumes. Let us make this clear with examples of above stated types of multivolume publications.

Example of a common title

Hanumanth Rao


In this set of three volumes the title pages of three volumes are identical, the only exception being, in each volume the number of volumes has been written as Volume 1, Volume 2 and Volume 3.

Example of different title in addition to a common title

The second type of example is given below, also with three volumes but each volume has its own title in addition to the common title:

Naqvi, Shariful Hasan

Readings in Indian history, 3 v.

VI. Ancient India

V2. Medieval India

V3. Modern India

While cataloguing these types of multivolume sets there are some variations which are shown in section 10.3.

10.2.3 Pagination

In the physical description area when a printed monograph is in more than one volume, the number of the volumes has to be recorded as shown below:

3 v.

4 v. etc.

There are also cases where the number of bibliographical volumes varies with the actual physical volumes in which case it is to be written as:

6v. in 4

8v. in 5
In the multiple sets of volumes there are several variations in pagination. Some volumes may have continuous numbering of pages and in many cases individual volumes get their own pagination. The AACR-2R has suggested the following method to show the pagination in the physical description area.

If a set of volumes is continuously paged, the pagination has to be given in parentheses after the number of volumes like:

2v. (xviii, 826p.)
3v. (xxx, 1017p.)

Preliminary pages that figure in the subsequent volumes are to be ignored. If there is separate pagination for each volume, it can be given in two ways:

either 3 v. or
3 v. (xii, 428; xix, 536; ix, 620p.)

In this case, we have shown only the number of volumes first and alternatively the number of pages of the three volumes have been given.

10.2.4 Date of Publication

When several volumes of a set of monographs are released, they need not be published in a single year. They may be published during a specified period. In such cases, we have to take the first publication of the volume that is published first and the last date, if the publication is complete, like 1968-1976 which means the volumes were issued between 1968 and 1976. In case, the publications of all the volumes are not yet completed the date should be kept open, like 1968- which means that some more volumes are likely to be published. The date should be closed when it is known that the set has been completed.

10.2.5 Sizes of Volumes

In the physical description area the recording of sizes has to be done as follows:

If the volumes in a multi-volume set differ in height and the difference is two centimetres or less, give the largest size. If the difference is more than two centimetres, give both the smallest size and the largest size, separated by a hyphen like -21-25 cm.

Self Check Exercises

Note: i) Write your answers in the space given below.
ii) Check your answers with the answers given at the end of this Unit.

1) Define a multi-volume.

......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
2) How do you render pagination of multi-volume when its pages are not continuous?

3) How do you describe the publications date if the volumes are published in different years?

10.3 EXAMPLES OF MULTI-VOLUMES

Example 1

MODERN ELECTRTOCHEMISTRY
AN INTRODFUDUCTION TO AN
INTERDISCIPLINARY AREA

John O MM Bockris
And
Amulya K.N. Reddy

A Plenum / Rosetta Edition
Other Information

Call No. 541.37 BOC
Accession No. 18156-18157
Date of Publication 1973
Size 22cm.

Published by Plenum Publishing Corporation, New York. The book is in two volumes. The Pages are: VI-xxxii, 622, lx
V2-xxvii, 623-1432 Jvi

The example has been worked out below:

Main Entry

<table>
<thead>
<tr>
<th>541.37</th>
<th>BOC</th>
<th>Bockris, John O M</th>
</tr>
</thead>
</table>

There is no problem in case of transcribing authors and you have already worked out such examples. There is an edition statement in the title page. It is not clear what type of edition the publishers are referring to. In such cases Rule No. 1.2B3 states “in case of doubt whether a statement is an edition statement, take the presence of such words as edition, issue, version... as evidence that such a statement is an edition statement, and transcribe it as such.”

The book is in two volumes and has continuous pagination. However, there are some other peculiarities in pagination. Both the volumes have preliminary pages numbered in Roman numerals and in addition, the index in both the volumes have been separately numbered, again in Roman numerals. Incidentally, the AACR-2R has not envisaged such a problem. Rule No. 2.5B20 at best says “If a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separately paged sequences of preliminary matter in volumes other than the first.”
We have accordingly given the volume number and the preliminary pages of the first volume followed by the total number of pages. There is no direction as to what action is to be taken for the end pages. We have given the end pages of the second volume only and ignored the end pages of the first volume. The alternative is to transcribe it as 2 v. only and ignore the pagination completely as stated in Rule No. 2.5B17.

Example 2

An Outline of
STATISTICAL Theory

Volume One
(Probability and Probably Distribution)

A.M. GOON
M.R. GUPTA
B. DASGUPTA

Calcutta
The World Press Private Limited
1985

Other Information

Call. No. 310/GOO
Accession No: 15492-93
Pages xiv, 516, xv, 551
Size 22 cm.

The book is in two volumes with the common title An Outline of Statistical Theory. Title of volume 2 is Statistical Inference

Volume two has its own title — Statistical Inference and was published in 1987. What is new in this example? The book is in two volumes with a common running title and with its own individual title. In such cases, Rule No. 1.7B18 provides how the content of the volumes is to be recorded. The two volumes were published in different years and we have to resort to Rule No. 1.4F8 for its rendering. The volumes have separate pagination and have to be recorded as provided in Rule No. 2.5B17 or 2.5B21. We will discuss these further after working out the example.
The book is written by three authors but none of them is indicated as principal author either by wording or layout; hence, entry is made under the first named author. We are sure that you remember this rule. The volumes were published in different years and hence the years are shown as provided under Rule No. 1.4F8 which states “If two or more dates are found on the various parts of a multi-part item... give the earliest and latest dates”.

The pagination in the two volumes are independent of each other and Rule No; 2.5B21 states “If the volumes, in a multi-volumes set are individually paged, give the pagination of each volume in parentheses after the number of volumes”. This is an optional rule. You can simply state as 2v. without showing pages also. Other entries that are to be made are shown in the tracing section.

Example 3

RURAL DEVELOPMENT

Volume 1

ISSUES AND PROBLEMS

Vasanth Desai

Himalaya Publishing House
Bombay, Delhi, Nagpur
This book is in six volumes and each volume, in addition to the common title, has its own individual title. They are V.2 Programs and strategies; V.3. Organisation and management; V.4. Experiments in rural development V.5. Rural development through the plans V.6; Rural development in the Seventh Plan.

This is actually a simple book, except for its number of volumes. There is a simple personal author and a common title. The individual titles of different volumes are to be recorded in the notes area as contents. In accordance with Rule No. 2.5B17, we have ignored the pages and recorded only the total number of volumes. As all the volumes were published in the same year, there is no problem in recording the date.

**Main Entry**

<table>
<thead>
<tr>
<th>307.72</th>
<th>DES</th>
<th>Desai, Vasanth.</th>
</tr>
</thead>
<tbody>
<tr>
<td>14570-14575</td>
<td>6 v; 23 cm.</td>
<td></td>
</tr>
<tr>
<td>14570-14575</td>
<td>Contents: v. 1 Issues and problems</td>
<td></td>
</tr>
<tr>
<td>14570-14575</td>
<td>v. 2 Programmes and strategies</td>
<td></td>
</tr>
<tr>
<td>14570-14575</td>
<td>v. 3 Organization and management</td>
<td></td>
</tr>
<tr>
<td>14570-14575</td>
<td>v. 4 Experiments in rural development</td>
<td></td>
</tr>
<tr>
<td>14570-14575</td>
<td>v. 5 Rural development through the plans</td>
<td></td>
</tr>
<tr>
<td>14570-14575</td>
<td>v. 6 Rural development in the Seventh Plan.</td>
<td></td>
</tr>
</tbody>
</table>

1. Rural development.

We have prepared only one added entry for the subject. There is no necessity of preparing a title entry as the subject entry and title entry are the same. Rule No. 21.30J states “Make an added entry under the title.... unless.... the title proper is identical with a subject heading, or a direct reference to a subject heading used for the work.”.

**10.4 SERIAL PUBLICATIONS**

Cataloguing serial publication is problematic because of the peculiar nature of publications. We will discuss some of the problems in section 10.4.2. However, here we only provide you some examples. Cataloguing of serials in both the Codes, AACR-2 and CCC have several things in common and hence we will restrict to only those governed by AACR-2R rules in this Unit.
10.4.1 Definition of Serial Publication

The definition of Serials as per AACR-2R is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely’. You come across daily and probably read some popular magazines. Some of these serials are called periodicals, journals and magazines without much distinction. Periodicals and journals are synonymous, but a magazine refers to popular journal, which does not have a lasting value. The AACR-2R includes under serials several other publications, such as newspapers, annuals (report, yearbooks, etc.), journals memoirs, proceedings, transactions etc. of societies. Reports, proceedings and transactions emanate from corporate bodies, but they can be catalogued as serials.

10.4.2 Problems in Cataloguing

Cataloguing of serial publications poses several problems. The physical characteristics associated with its bibliographic description such as, title of the serial, its frequency, sponsors etc. change very often. Added to this, sometimes a single periodical may split into two or more with different titles or two or more distinct periodicals may merge to constitute a single periodical with a different name. This necessitated that serial should be treated as a special class of material in so far as their cataloguing is concerned. This situation calls for special rules in catalogue entries that will stand the test of time and allow necessary changes as and when called for.

Normally, bibliographical description for a main entry of a serial publication includes the following information:

1) Title and statement of responsibility area
2) Edition area
3) Numeric and alphabetic, or chronological or other designation area
4) Publication/distribution area
5) Physical description area
6) Series area
7) Note area
8) Standard number and
9) Terms of availability area

The chief source of information is the title page of the first issue. Some serial publications issue separate title pages, which can be used for cataloguing purpose. In case the first issue is not available, the issue, which you are cataloguing, may be utilised for the purpose.

The rules pertaining to cataloguing of serial publication are given in chapter 12 of the AACR-2R.

In case some of the rules are not stated, a direction is given as to which rules are applicable.

In the following pages, four examples are worked out which will enable you to understand the cataloguing of serial publications.
Self Check Exercises

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

4) State some of the problems in cataloguing serial publications.

-------------------------------------------------------------
-------------------------------------------------------------
-------------------------------------------------------------
-------------------------------------------------------------
-------------------------------------------------------------

10.5 WORKED OUT EXAMPLES OF SERIALS

Example 4

American
Journal of Mathematics
Founded by the Johns Hopkins University

Edited by
J.H.Sampson
(and several others)

Published under the Auspices of the Johns Hopkins University
with the Editorial Cooperation of American Mathematical Society

Volume 110, November 5
October 1988

The Johns Hopkins University Press
Baltimore, Maryland
U.S.A.

Other Information:

<table>
<thead>
<tr>
<th>Call No.</th>
<th>510.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>26 cm</td>
</tr>
<tr>
<td>Date of 1st issue</td>
<td>1879</td>
</tr>
<tr>
<td>Periodicity</td>
<td>Six issues a year</td>
</tr>
<tr>
<td>Library lacks</td>
<td>Vols. 1-68</td>
</tr>
</tbody>
</table>
The rules governing the cataloguing of serial publications are given in chapter 12 of AACR-2R. Some explanations are given on the above worked out example. The main heading is made under the title, though the periodicals a publication of a corporate body. When the publication is of an administrative nature dealing with the corporate body itself, then the heading should be the name of the corporate body as per rule number 21.1 B2.

Rule number 12.3B1 directs to give the numeric or alphabetical designation of the first issue of the serial your are cataloguing. Accordingly, we have given Vol. 1, No. 1 (1879). The rule also states to transcribe the year of publication in parenthesis. The parentheses are followed by a hyphen, four spaces and a full stop, space and hyphen, before giving the place and name of the publisher.

The year of publication is to be repeated as stated under Rule number 12.4F1. The specific material designation for a serial which is still in progress is "v". Other physical description is usually the height of the serial.

You have to indicate the periodicity of the periodical as done in the above example. Some of the usual periodicities are:

- Weekly
- Issued twice a month
- Monthly
- Quarterly
- Annual
- Irregular
- Frequency varies

The above shown periodicities are only illustrative. There are a few other types which can be recorded as given in the concerned periodical. However, periodicity need not be mentioned if it is already part of the title of the serial.
Library holdings are to be shown as directed under Rule numbers 12.7B20 and 1.7B20. Three added entries are made, two covering the corporate bodies associated with the publication.

Example 5

---

**Keesing's Record of World Events**

*Edited by Roger East*

**Volume 57 (1987)**

57th Year of publication  
(formerly Keesing's Contemporary Archives)

*Longman*

---

**Other Information:**

<table>
<thead>
<tr>
<th>Call No.</th>
<th>050/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodicity</td>
<td>Monthly</td>
</tr>
<tr>
<td>Size</td>
<td>26 cm</td>
</tr>
<tr>
<td>Date of first issue</td>
<td>1931</td>
</tr>
<tr>
<td>Library holdings</td>
<td>From Vol. 8 1938</td>
</tr>
</tbody>
</table>

**Main Entry**

<table>
<thead>
<tr>
<th>050</th>
<th>Keesing's record of world events: - Vol.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>v.; 26 cm.</td>
</tr>
<tr>
<td></td>
<td>Monthly.</td>
</tr>
<tr>
<td></td>
<td>Library has v. 8 (1938)-</td>
</tr>
<tr>
<td></td>
<td>Continues: Keesings contemporary</td>
</tr>
<tr>
<td></td>
<td>archives.</td>
</tr>
<tr>
<td></td>
<td>1. History</td>
</tr>
<tr>
<td></td>
<td>Periodicals.</td>
</tr>
</tbody>
</table>
In the example worked out, the periodical which was published from 1931 as Keesing’s Contemporary Archives has changed its name in the year 1987. Under Rule Number 21.2C which states “if the title proper of serial changes make a separate main entry for each title.” Hence you find an additional main entry under the original name of the periodical. In the additional main entry, the volume numbers have been shown as closed and as per Rule Numbers 12.3F, the periodical is treated as completed serial.

You must have noticed that the title Keesing’s Record of World Events is a continuation of Keesing’s Contemporary Archives. This information is given in the note section as per rule 12.7B7.

### 10.6 CATALOGUING OF NON-PRINT MEDIA

Chapter 1 of Part 1 provides general rules for description of all types of material. We will look into some specific rules which are relevant for cataloguing of non-print materials.

**Sources of Information**

Non print materials do not have title page as in the case of books and other printed documents which gives complete and concise bibliographic information. Information needs to be assembled from various sources such as the parts of the material itself, containers, labels, accompanying materials, etc. Problems may arise due to incomplete, inaccurate and conflicting information found in different sources. The problem gets compounded when the material is in multiple parts. The specific chapters for each type of material provide details on the chief sources of information and the prescribed sources of information for different data elements. However, for some of the non-print materials, the chief sources of information to be followed in general are mentioned below:
<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Chief Source of Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer files</td>
<td>Title Screen The item itself</td>
</tr>
<tr>
<td>Graphic materials (pictures, posters, wall charts, etc.)</td>
<td>The item itself</td>
</tr>
<tr>
<td>Maps and other cartographic materials</td>
<td>Title frame</td>
</tr>
<tr>
<td>Microforms</td>
<td>The item itself</td>
</tr>
<tr>
<td>Motion pictures and video-recordings</td>
<td>Title page</td>
</tr>
<tr>
<td>Printed music</td>
<td>The label (if two, both taken together)</td>
</tr>
<tr>
<td>Sound recordings-</td>
<td>The item itself and its label(s)</td>
</tr>
<tr>
<td>Discs</td>
<td>The object itself</td>
</tr>
<tr>
<td>Tapes</td>
<td></td>
</tr>
<tr>
<td>Three dimensional objects (models, dioramas, games, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

If necessary information cannot be found in the sources mentioned above, the information is to be taken from the following in order of preference:

a) any other source that forms part of the item
b) accompanying item
c) any available source
d) compose yourself.

As you already know, if any information is taken from outside the item, it is to be enclosed in square brackets.

**Organization and the Levels of Description**

The bibliographic description of Non-Print media follows the similar norms as for books and other print materials. The main structure of the bibliographic entry comprises of the heading, the description area and the subject description. The description is to be divided into the following areas:

- Title and statement of responsibility
- Edition
- Material (or type of publication)
- Publication, distribution, etc.
- Physical distribution
- Series
- Note
- Standard number and terms of availability

Each of these areas are further divided into a number of elements. The structure of bibliographic description as per the AACR-2R rules are given below:
First Level of Description
Title proper/ 1st statement of responsibility. — Edition Statement. — Material or type of publication specific details. — 1st publisher, distributor, etc., date of publication, etc.

Extent of item
Note
Note
Standard number

Example:
4 film strips (ca. 37 fr. each)

Second Level of Description
Title proper [general material designation] = parallel title: other title information/1st statement of responsibility; each subsequent statement of responsibility. — Edition statement/ 1st Statement of responsibility. — Material or type of publication specific details. - 1st place of publication, distribution, etc; 1st publisher, distributor, etc., date of publication, etc.

Extent of item: other physical details; dimensions. — (Title proper of series/ statement of responsibility relating to series, ISSN of series; numbering within the series. Title of subseries, ISSN of subseries; numbering within subseries)

Notes Notes Standard Number

Example:
4 film strips (ca. 37 fr. each): col.; 35 mm. — (The Basis of our beliefs)

Third Level of Description
All elements that are required by rule are to be included. Apart from that the optional elements may also be included for the purpose. Third level of description is generally required by National Libraries and Research libraries. The National Bibliographies usually follow the third level of description.

Example:
4 film strips (ca. 37 fr. each): col.; 35 mm. + 2 sound cassettes (37 min. 40 sec.) + teacher’s manual (6p.; 22 cm.). — (The Basis of our beliefs).

Sound accompaniment compatible for manual and automatic operation.

The difference between level one and level two for non-print material is the expanded physical description in level two. The General Material Description (GMD) and artistic content of the material is included in the body of the entry rather than giving in the note section in the second level. The only drawback in the second level is that it does not provide for the accompanying materials statement.
The problems peculiar to non-print materials are the physical structures and access modes. The filing of the material will depend on the access mode. The following access modes are possible:

- Author/title
- Form
- Subject

The structure of the catalogue card for non-print material depends on the access modes of the users. Therefore, all these three access points should be included in the card.

From the point of view of cataloguing of non-print media, the most important feature of AACR-2R is the expansion of treatment given to notes for the different media formats. Other areas accommodating special requirements for the treatment of non-print media in AACR-2R are:

- Material (or Type of Publication) Specific Details — used for cartographic material.
- Physical description — physical characteristics of the material, type of equipment required.
- Recording of numbers other than ISBN and ISSN in the notes area rather than in the *Standard number and terms of availability area* (Rule 1.7B19)

**General Material Designation (GMD)**

GMD refers to designation of the broad class of publication to which the material belongs. This is an optional addition in AACR-2R which is quite useful for describing the non-print media. AACR-2R provides two such lists, List 1 for British agencies and List 2 for agencies in Australia, Canada and the United States (Rule 1.1C1)

<table>
<thead>
<tr>
<th>List 1</th>
<th>List 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>braille</td>
<td>art original</td>
</tr>
<tr>
<td>cartographic material</td>
<td>art production</td>
</tr>
<tr>
<td>computer file</td>
<td>braille</td>
</tr>
<tr>
<td>graphic</td>
<td>chart</td>
</tr>
<tr>
<td>manuscript</td>
<td>computer file</td>
</tr>
<tr>
<td>microform'</td>
<td>diorama</td>
</tr>
<tr>
<td>motion picture</td>
<td>filmstrip</td>
</tr>
<tr>
<td>multimedia</td>
<td>flash card.</td>
</tr>
<tr>
<td>music</td>
<td>game</td>
</tr>
<tr>
<td>object</td>
<td>globe</td>
</tr>
<tr>
<td>sound recording</td>
<td>kit</td>
</tr>
<tr>
<td>text</td>
<td>manuscript</td>
</tr>
<tr>
<td>videorecording</td>
<td>map</td>
</tr>
<tr>
<td></td>
<td>microform</td>
</tr>
<tr>
<td></td>
<td>microscope slide</td>
</tr>
<tr>
<td></td>
<td>model</td>
</tr>
<tr>
<td></td>
<td>motion picture</td>
</tr>
<tr>
<td></td>
<td>music</td>
</tr>
<tr>
<td></td>
<td>picture</td>
</tr>
<tr>
<td></td>
<td>realia</td>
</tr>
<tr>
<td></td>
<td>slide</td>
</tr>
<tr>
<td></td>
<td>sound recording</td>
</tr>
<tr>
<td></td>
<td>technical drawing</td>
</tr>
<tr>
<td></td>
<td>text</td>
</tr>
<tr>
<td></td>
<td>toy</td>
</tr>
<tr>
<td></td>
<td>transparency</td>
</tr>
<tr>
<td></td>
<td>videorecording</td>
</tr>
</tbody>
</table>
Example 6

30 Power hits Mega mix

Compact disc digital audio
World Digital Sound Limited Bombay, 1995

Other Information:
Call No. : 784.5
Acc. No. : 3487
Contains : 30 songs

Main Entry

<table>
<thead>
<tr>
<th>784.5</th>
<th>Power hits mega mix [sound recording]. Bombay: World Digital Sound, 1995. 1 compact disc (60 min.): digital, Stereo; 5 in.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3487</td>
<td>Contents. 1. La Cucamacha/ Carriga 2. Swamp thing/ Norris 30, Light my fire/ Bortolotti. 1.Popular music</td>
</tr>
</tbody>
</table>
Here, we will give some explanation for your understanding. In the physical description area, the term sound has been dropped for sound CD since the GMD already uses term sound recordings. The playing time is given as per rule 6.5B2. Other physical details, such as type of recording (stereo). The dimension has not been given as it is of standard dimension. This is according to rule 6.5D6. Here, in the entry the diameter has been provided as per rule 6.5D2. The

Added Entries for this product will include:

i) Added entry for subject: POPULAR MUSIC

ii) Access for each of the 30 songs listed on the cover

### 10.7 SUMMARY

Multivolume or multipart is a common type of publication. The AACR-2R has prescribed several rules in this regard. The rules are not at one place but spread over under the description of each element. As far as the choice of heading is concerned, there is no variation from other publications. It is only in the descriptive elements we come across a few problems. The areas are date of publication, pagination of volumes, the size of the volumes and the individual titles of volumes. For all these aspects proper solutions have been given and we have worked out a few examples covering these problems.

We have also discussed the rules about cataloguing of different types of serials and non-print media in this Unit.

### 10.8 ANSWERS TO SELF CHECK EXERCISES

1) published in the course of time, in a specified number of parts.

2) It can be given in two ways (i) either state only the number of volumes, e.g. 4v. or optionally (ii) the pages of each volume can be given in parentheses, e.g. 4v. (xlv, 212; vii, 326; xxi, 418; xvi, 520)

3) In a multi-volume set, the date of the first volume that is published to be recorded and inclusive dates are to be given if it is known that the publication of the volumes is complete, e.g. 1979-1988. If the set is not complete, the date should be kept open, like 1979-.

4) Serial publications have several peculiarities. The publishers of serials, sometimes change the frequency of publication, change the title, split into parts naming them separately, merge it with some other serials and change names also. These create several problems and call for a different set of rules to catalogue them.

### 10.9 KEY WORDS

**Multi-part**: A monograph issued in parts, either complete or to be completed in a finite number, synonymous with multi-volumes.

**Serial**: A publication issued in successive parts with continuous numbering and continues its publication indefinitely.
10.10 REFERENCES AND FURTHER READING


11.0 OBJECTIVES

After reading this Unit, you will be able to:

• identify the main elements in the MARC 21 bibliographic format;
• understand how MARC 21 encodes bibliographic content;
• learn strategies for “reading” a MARC 21 record; and
• prepare MARC21 records.

11.1 INTRODUCTION

The bibliographic description of a document includes all the data elements necessary to uniquely identify it, along with its access points. Bibliographic description is based on an internationally agreed standard (ISBD). While practicing cataloguing with AACR 2R through units 8-10 in this block you learnt that the basic elements of a card catalogue are:

1) Main entry (heading section, either author or title)
2) Title and statement of responsibility (author and other collaborators)
3) Imprint (Publication details)
4) Physical description
5) Note
6) Resource identifiers (Class number, book number and Accession)
7) Subjects
8) Access points (name, title or other elements as added entries)

AACR2 and MARC are two different entities. AACR2 provides rules for describing items in a catalog record whereas, MARC is a communication standard and provides a framework for catalogue record.

MARC is the basic format for representing library resources in the catalog. For records entered into an online catalog, the MARC format is generally used. MARC
Cataloguing - AACR II and MARC 21

is a generic term loosely used to refer to all standard machine readable formats developed by international agencies viz. UNIMARC, LCMARC, USMARC, MARC 21 as well as all national level MARC standards. In this unit we will discuss MARC 21 format and learn the process of cataloguing with it.

11.2 MARC STANDARDS

MARC (MAchine Readable Cataloguing) is a standard for the description of items catalogued by libraries and used for the exchange of bibliographic information among automated library systems. During 1966-1968.

It was developed by Henriette Avram at Library of Congress as pilot project to create records that can be read and interpreted by computers, and also shared among libraries. It was used for automation of process to print cards or catalogs (book catalogs, microfiche catalogs, etc.)

By 1971, MARC formats evolved as a national standard for dissemination of bibliographic data in the United States, and gradually became an international standard by 1973. Several versions of MARC developed around the world at national and international level (LC MARC in the 1960s, US MARC in the 1980s, MARC 21 in late 1990s). MARC 21 is a result of the harmonization of U.S. and Canadian MARC formats and UNIMARC (widely used in Europe) is the current and most predominant standard now. The MARC 21 standards include formats for authority records, holdings records, classification schedules, and community information, in addition to the format for bibliographic records.

MARC is the basic format for representing the library’s resources in the catalog. However, not everything in MARC is captured on OPAC display of a record. MARC allows the information contained in a catalog record (or bibliographic record) to be exchanged between systems. This has facilitated copy cataloguing which enables you to import records from LOC or OCLC.

There are five widely used MARC 21 communication formats for the representation and exchange of bibliographic, authority, holdings, classification, and community information data in machine-readable form.

11.3 MARC 21 STRUCTURE

The structure of a MARC record is divided into three elements:

- **Record structure** – It is the overall framework for the record based on international standard *Format for Information Exchange* (ISO 2709) and its American counterpart, *Bibliographic Information Interchange* (ANSI/NISO Z39.2).

- **Content designation** – set of symbols by which data in the record are identified and manipulated. Codes and conventions are established explicitly to identify and further characterise the data elements within a record and to support the manipulation of that data.

- **Data content of the record** – record-specific information field by field. This is based on external standards such as the *International Standard Bibliographic Description* (ISBD), *Anglo-American Cataloguing Rules* (AACR2) or other...
cataloging rules, *Library of Congress Subject Headings* (LCSH), any subject thesauri, and classification schedules used by the organization that creates a record (DDC, UDC etc.).

Record structure of a MARC record includes the leader, which identifies the beginning of a new record. Record structure also includes the record directory. Content Designation has both fixed fields and variable fields. Data Content comprises description, subject headings, classification numbers, and main and added entries. A MARC 21 record in its communication format therefore comprises three basic sections of data:

1) Leader
2) Directory
3) Data Content

We will elaborate each of these sections in the following paragraphs:

1) **Leader:** first 24 characters (character positions 00-23 of each bibliographic record) of a record contains data related to the record length, type of record, bibliographic level, encoding level, descriptive cataloguing form, etc. It consists of data elements that contain numbers or coded values that define the parameters for the processing of the record. This is something that catalogers do not have much control. Only a few coded data are needed to be determined by the cataloguer viz. type of record, bibliographic level.

2) **Directory/Record directory:** The directory begins immediately after the leader. The directory consists of several 12 character entries. It is generated by the computer for locating data fields with the help of their address. The address mechanism comprises three components—field tag, field length and starting position, which are place consecutively without any space in between. The first 3-digit of each entry contains tag. Following each tag the next four positions show the length of the field and the next five positions tell the starting point for this field. It also contains 12 characters. Field terminators mark the end of the directory.

3) **Data Content:** This section has the related bibliographic data as data fields. The data in a MARC record is organised into variable fields, each identified by a 3-digit tag that is stored in the Directory entry for the field. Each field ends with a field terminator character. The last variable field in a record ends with a field terminator and with a record terminator. Two types of variable fields are found: Variable control fields and Variable Data fields. The variable control fields may contain either a single data element or a series of fixed-length data elements identified by relative character position. These fields are identified by field tag but they do not contain indicator or subfield codes. Variable Data fields are also identified by a field tag. Two kinds of content designation are used within variable data fields: indicators and subfield codes. The indicators are two one-character positions that contain values that interpret the data found in the field. Every field does not have the indicator. Each subfield code is preceded by a character called delimiter and is followed by an alphabetic or numeric character.

The following table illustrates some sample MARC tags with the indicators and subfields.
### Table 11.1: Sample MARC Tags with Indicators and Subfields

<table>
<thead>
<tr>
<th>Main Entry</th>
<th>1st Indicator</th>
<th>2nd Indicator</th>
<th>Subfields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal name</td>
<td>0</td>
<td>Forename</td>
<td>a Name (NR)</td>
</tr>
<tr>
<td>100(NR)</td>
<td>1</td>
<td>Surname</td>
<td>q Qualification (NR)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Family</td>
<td>c Titles [e.g. King] (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d Dates (NR)</td>
</tr>
<tr>
<td>Corporate name</td>
<td>0</td>
<td>Inverted name</td>
<td>a Name (NR)</td>
</tr>
<tr>
<td>100(NR)</td>
<td>1</td>
<td>Jurisdiction name</td>
<td>b Subordinate unit (R)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Name in direct order</td>
<td>n Number (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d Date (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c Location (NR)</td>
</tr>
<tr>
<td>Meeting name</td>
<td>0</td>
<td>Inverted name</td>
<td>a Name (NR)</td>
</tr>
<tr>
<td>111(NR)</td>
<td>1</td>
<td>Jurisdiction name</td>
<td>b Subordinate unit (R)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Name in direct order</td>
<td>n Number (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d Date (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c Location (NR)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>e Subordinate unit (R)</td>
</tr>
<tr>
<td>Conference name</td>
<td>0</td>
<td>Inverted name</td>
<td>a Name (NR)</td>
</tr>
<tr>
<td>111(NR)</td>
<td>1</td>
<td>Jurisdiction name</td>
<td>b Subordinate unit (R)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Name in direct order</td>
<td>n Number (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d Date (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c Location (NR)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>e Subordinate unit (R)</td>
</tr>
<tr>
<td>Uniform title</td>
<td>0-9</td>
<td>Nonfiling characters</td>
<td>a Title (NR)</td>
</tr>
<tr>
<td>130(NR)</td>
<td></td>
<td></td>
<td>n Number of part of work (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>p Name of part of work (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>l Language (NR)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>s Version (NR)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>k Form subheading (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>f Date of work (NR)</td>
</tr>
</tbody>
</table>

Sample catalogue entry from Library of Congress is reproduced below both in general format and the MARC format to illustrate the representation of a MARC bibliographic record. Fig. 11.1 shows the LC online catalogue entry for a book.

**Personal name**  
Herath, R. M., author.

**Main title**  
Cost & return of agricultural crop production : paddy other field crops vegetables / by Dr. R.M. Herath, V.D. Nirusha Ayoni ; assistance, S. Mathangaweera.

**Published/Produced**  
Peradeniya : Socio Economics and Planning Centre, Department of Agriculture, 2011.

**Description**  
vi, 46 pages ; 21 cm

**Portion of title**  
Cost and return of agricultural crop production

**Cover title**  
Crop enterprise budget

**Related names**  
Nirusha Ayoni, V. D., author.

Mathangaweera, S., author.

Fig. 11.1: LC Online Catalogue Entry

The same record is represented in the MARC 21 format in Fig. 11.2 to compare the bibliographic representation in both cases.

000 01327cam a22003375i 4500
001 17375048
005 20141003092408.0
008 12076s2011 ces 000.0 eng
906 _a 7 $b par $c origode $d 3 $e ncip $f 20 $g y-gencatlg
925 0_ $a acquire $b 1 shelf copy $x policy default
955 _a wc 46 2013-10-01 to ASME $a cg00 2014-10-03 to ASME/SEASA
100_ _a Herath, R. M., $e author.
245 10 _a Cost & return of agricultural crop production : $b paddy other field crops vegetables / $c by Dr. R. M. Herath, V.D. Nirusha Ayoni ; assistance, S. Mathangaweera.
246 30 _a Cost and return of agricultural crop production
246 14 _a Crop enterprise budget
264 _1 _a Peradeniya : $b Socio Economics and Planning Centre, Department of Agriculture, $c 2011.
300 _a vi, 46 pages ; $c 21 cm
336 _a text $2 rdacontent
337 _a unmediated $2 rdamedia
338 _a volume $2 rdacarrier
500 _a Includes statistical tables.
700 1_ _a Nirusha Ayoni, V. D., $e author.
700 1_ _a Mathangaweera, S., $e author.
710 2_ _a Sri Lanka. $b Socio-Economics and Planning Centre, $e issuing body.
985 _a ODE-nd

Fig. 11.2: LC MARC Record

97
11.4 MARC 21 TAGS AND SUBFIELDS

The MARC 21 tags are grouped by hundreds, according to what type of fields they are. If you want to refer to a group of tags in the same say 100, the shorthand for this will be “1XX”. The major tag groups are listed below:

- **0XX** Control info, classification, codes, etc.
- **1XX** Main entries
- **2XX** Titles, edition, imprint
- **3XX** Physical description, etc.
- **4XX** Series statements
- **5XX** Notes
- **6XX** Subject access fields
- **7XX** Added entries
- **8XX** Series added entries, holdings, location, etc.
- **9XX** Locally-defined uses

In subsequent sections we will discuss different tag groups with relevant examples.

The 001 field is generated by OCLC, LC, or your local library management system, wherever the record is created.

**00X Control Fields-General Information**

Control numbers and other kinds of control and coded information that are used in the processing of machine-readable bibliographic records. These fields have no indicators or subfield codes.

- **001** Control Number
- **003** Control Number Identifier
- **005** Date and Time of Latest Transaction
- **006** Fixed-Length Data Elements — Additional Material Characteristics
- **007** Physical Description Fixed Field
- **008** Fixed Length Data Elements

The leader (000), control number (001), MARC code for organisation (003) and date and time of last transaction (005) are computer generated fixed fields and the cataloger has no control over it. The Coded general information (008) is partially computer generated fixed fields that.

The 006 field and 007 fields are used to describe physical characteristics that can’t be coded in the fixed fields. The 006 field is used for additional material information that is not included in the fixed field for instance if you have a serial that is issued on CD then this field may be used. The 007 is used to describe additional physical characteristics that cannot be covered in the fixed field such as electronic resources.

**Example:**

000 01327cam a22003375i 4500
001 17375048
005 20141003092408.0
008 120706s2011 ce s 000 0 eng
Fields 01X-09X contains standard numbers, classification numbers, codes, and other data elements relating to the record. Some commonly used ones are listed here.

020 International Standard Book Number
022 International Standard Serial Number
080 Universal Decimal Classification Number
082 Dewey Decimal Classification Number
083 Additional Dewey Decimal Classification Number

In the case of tag 020 (ISBN) the field may include terms of availability and cancelled or invalid ISBNs, such as ISBNs with invalid check digits or that are not applicable to the item being catalogued. The indicators and subfields for this tag are listed below:

**Main Entry fields**

100 Main Entry - Personal Name (NR)
110 Main Entry - Corporate Name (NR)
111 Main Entry - Meeting Name (NR)
130 Main Entry - Uniform Title (NR)

The main entry fields are not repeatable. As an illustration the indicators and subfield codes for the personal name as main entry field is given below. For each of the above fields you may refer to the Library of Congress website at: http://www.loc.gov/marc.

**100 - Main Entry - Personal Name (NR)**

<table>
<thead>
<tr>
<th>First Indicator</th>
<th>Second Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - Forename</td>
<td># Undefined</td>
</tr>
<tr>
<td>1 - Surname</td>
<td></td>
</tr>
<tr>
<td>3 - Family name</td>
<td></td>
</tr>
</tbody>
</table>

**Subfield Codes**

- $a - Personal name (NR)
- $b - Numeration (NR)
- $c - Titles and words associated with a name (R)
- $d - Dates associated with a name (NR)
- $e - Relator term (R)
- $f - Date of a work (NR)
- $g - Miscellaneous information (NR)
- $j - Attribution qualifier (R)
- $k - Form subheading (R)
- $l - Language of a work (NR)
- $n - Number of part/section of a work (R)
- $p - Name of part/section of a work (R)
- $q - Fuller form of name (NR)
- $s0 - Language of a work (NR)
- $s4 - Title of a work (NR)
- $s5 - Relator code (R)
- $s6 - Authority record control number (R)
- $s8 - Field link and sequence number (R)

**Example:**

100 1_ $a Herath, R. M., $e author.

In the above example first indicator is 1 which indicates the entry is under the Surname as indicated in the table above and second indicator is left blank. The subfield code $a indicates the personal name of the author and the $e indicates the relater term which in this case is the author.
Title and Title-Related Fields

210  Abbreviated Title (R)
222  Key Title (R)
240  Uniform Title (NR)
242  Translation of Title by Cataloging Agency (R)
243  Collective Uniform Title (NR)
245  Title Statement (NR)
246  Varying Form of Title (R)
247  Former Title (R)

The commonly used tag in this group is 245 for the title statement. Let us look into the indicators and the subfields in this case:

245 - Title Statement (NR)

<table>
<thead>
<tr>
<th>First Indicator</th>
<th>Second Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – No added entry</td>
<td>0 – No nonfiling character</td>
</tr>
<tr>
<td>1 – Added entry</td>
<td>0-9 – no. of non filing character</td>
</tr>
</tbody>
</table>

Subfield Codes

$a - Title (NR)
$b - Remainder of title (NR)
$c - Statement of responsibility, etc. (NR)
$s - Number of part/section of a work (R)
$p - Name of part/section of a work (R)
$s - Version (NR)
$s - Linkage (NR)
$s - Field link and sequence number (R)
$h - Medium (NR)
$k - Form (R)

Example:

245 00 $a Advancing library education: $b technological innovation and instructional design / $c Ari Sigal, editor.

In the above example 245 is the tag for title statement. Indicator 1 is zero (0) indicating no added entry is required for this as the heading is made under the title. The second indicator again is zero (0) which indicates that in the title there is no non filing characters as we see that the title is not starting with any article like ‘a’, ‘an’, or ‘the’.


250  Edition Statement (NR)
254  Musical Presentation Statement (NR)
255  Cartographic Mathematical Data (R)
256  Computer File Characteristics (NR)
257  Country of Producing Entity (R)
258  Philatelic Issue Data (R)
260  Publication, Distribution, etc. (Imprint) (R)
263  Projected Publication Date (NR)
264  Production, Publication, Distribution, Manufacture, and Copyright Notice (R)
270  Address (R)
Tags 250 for edition statement and 260 for imprint are commonly used in this group. The indicators and subfield codes for these two groups are illustrated below:

### 250 - Edition Statement (NR)

<table>
<thead>
<tr>
<th>First Indicator</th>
<th>Second Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td># - Undefined</td>
<td># - Undefined</td>
</tr>
</tbody>
</table>

**Subfield Codes**

- $a$ - Edition statement (NR)
- $b$ - Remainder of edition statement (NR)

<table>
<thead>
<tr>
<th>First Indicator</th>
<th>Second Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td># - Undefined</td>
<td>$6$ - Linkage(NR)</td>
</tr>
</tbody>
</table>

### 260 - Publication, Distribution, etc. (Imprint) (R)

<table>
<thead>
<tr>
<th>First Indicator</th>
<th>Second Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td># - Not applicable</td>
<td># - Undefined</td>
</tr>
</tbody>
</table>

**Subfield Codes**

- $a$ - Place of publication, distribution, etc. (R)
- $b$ - Name of publisher, distributor, etc. (R)
- $c$ - Date of publication, distribution, etc. (R)
- $d$ - Place of manufacture (R)
- $f$ - Manufacturer (R)

<table>
<thead>
<tr>
<th>First Indicator</th>
<th>Second Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td># - Undefined</td>
<td>$g$ - Date of manufacture (R)</td>
</tr>
</tbody>
</table>

### Example:

250 $a$ Sixth edition.

264 1 $a$ Hoboken, New Jersey : $b$ Wiley, $c$ [2014]

In the above example you will notice that in the case of the tag 250 for edition statement there is no indicator digit and the space has been left blank. The imprint statement is indicated by the tag 264 which has three subfields - $a$ - Place of publication, $b$ - Name of publisher and $c$ - Date of publication. You will notice that same convention of using punctuation marks that we used for AACR-2R for the imprint area is also being used here. For instance the place of publication is followed by a colon (:).

By now you must have got a fair idea on preparing MARC 21 entry for any record. For your reference following figure compares the fields in the second level of description in AACR 2R with the MARC format to help you in creating MARC records.

<table>
<thead>
<tr>
<th>Second level description AACR2 R</th>
<th>MARC format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title proper = Parallel title: other title information / first statement of responsibility / each subsequent statement of responsibility. — Edition statement / first statement of responsibility relating to the edition. — First place of publication, etc.: First publisher, etc., date of publication, etc. — Extent of item: other physical details; dimensions. — (Title proper of series / statement of responsibility relating to series) — Note(s). — Standard number</td>
<td>020 ## $a$ 13-digit ISBN</td>
</tr>
<tr>
<td>245 XX $a$ Title = $b$ Parallel : other title information / $c$ first statement of responsibility ; each subsequent statement of responsibility.</td>
<td>250 ## $a$ Edition statement / $b$ first statement of responsibility relating to the edition.</td>
</tr>
<tr>
<td>260 ## $a$ First place of publication, etc.: $b$ First publisher, etc, $c$ date of publication, etc.</td>
<td>260 ## $a$ First place of publication, etc.: $b$ First publisher, etc, $c$ date of publication, etc.</td>
</tr>
<tr>
<td>300 ## $a$ Extent of item: $b$ other physical details ; $c$ dimensions.</td>
<td>300 ## $a$ Extent of item: $b$ other physical details ; $c$ dimensions.</td>
</tr>
<tr>
<td>490 0# $a$ Title proper of series / statement of responsibility relating to series ; $v$ series vol. no.</td>
<td>500 ## $a$ Note(s).</td>
</tr>
</tbody>
</table>

Fig. 11.3: Description of AACR2R and MARC 21
Some worked out examples of different types of publications are given below to further familiarise with the MARC 21 format:

### Example 1

**Main title**  
An evaluation study of Lahaul & Spiti District / Government of Himachal Pradesh, Department of Economics & Statistics.

**Published/Created**  

**Description**  
i, 56 p.; 27 cm.

**Subjects**  
Lahul and Spiti (India)—Statistics.  
Lahul and Spiti (India)—Rural conditions—Statistics.

**Dewey class no.**  
330.954/52

**Type of material**  
Book

**MARC 21 Format**

| 043 | _ | $a a-ii- |
| 082 | 00 | $a 330.954/52 |
| 245 | 03 | $a An evaluation study of Lahaul & Spiti District / $c Government of Himachal Pradesh, Department of Economics & Statistics. |
| 300 | _ | $a ii, 56 p.; $e 27 cm. |
| 651 | _0 | $a Lahul and Spiti (India) $x Statistics. |
| 651 | _0 | $a Lahul and Spiti (India) $x Rural conditions $x Statistics. |
| 710 | _1 | $a Himachal Pradesh (India). $b Directorate of Economics and Statistics. |

### Example 2

**Main title**  
Event volunteering : international perspectives on the volunteering experience at events / edited by Karen Smith and others.

**Published/Produced**  

**Description**  
xviii, 211 pages; 24 cm

**ISBN**  
9780415821032 (hardback)

**Subjects**  
Voluntarism—International cooperation.  
Special events—International cooperation.  
BUSINESS & ECONOMICS / Industries / Hospitality, Travel & Tourism.  
TRAVEL/General.

**Notes**  
Includes bibliographical references and index.

**Series**  
Routledge advances in event research series

**Dewey class no.**  
302/14
### Example 4

**Main title**
Academy for Studies in Business Law journal.

**Published/Created**

**Publication history**

**Current frequency**
Two no. a year

**ISSN**
1524-7260

**Linking ISSN**
1524-7260

**Continued by**
Journal of legal, ethical and regulatory issues

**Subjects**
Law—United States—Periodicals.
Commercial law—United States—Periodicals.

**Dewey class no.**
346

**MARC 21 Format**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>022</td>
<td>1524-7260</td>
</tr>
<tr>
<td>082</td>
<td>346</td>
</tr>
<tr>
<td>222</td>
<td>Academy for Studies in Business Law journal</td>
</tr>
<tr>
<td>245</td>
<td>Academy for Studies in Business Law journal</td>
</tr>
<tr>
<td>246</td>
<td>Journal</td>
</tr>
<tr>
<td>310</td>
<td>Two no. a year?</td>
</tr>
<tr>
<td>650</td>
<td>Law $z$ United States $v$ Periodicals</td>
</tr>
</tbody>
</table>
Self Check Exercise

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

1) Identify the correct TAG for each field in the following record.

```
XXX 1# $a Travers, P. L. $q (Pamela Lyndon), $d 1899-1996.
XXX 10 $a Maria Poppina ab A ad Z / $c scripta a P.L. Travers ; picturas delineavit Mary Shepard ; latine reddidit G.M. Lyne
XXX ## $a London : $b Collins ; $c 1968 cm.
XXX ## $a [56] p. : $b ill. ; $c 20 cm.
XXX ## $a Features twenty-six vignettes, one for each letter of the alphabet, starring Mary Poppins and other characters from the Mary Poppins novels.
XXX ## $a Latin translation of: Mary Poppins from A to Z.
```

2) Prepare a MARC 21 record for the following title.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Published/Produced</td>
<td>Lincoln ; London : University of Nebraska Press, 2014.</td>
</tr>
<tr>
<td>Description</td>
<td>xxiv, 228 pages : illustration, map ; 23 cm</td>
</tr>
<tr>
<td>ISBN</td>
<td>9780803245020 (hardback)</td>
</tr>
<tr>
<td>Subjects</td>
<td>American prose literature—Great Plains—History and criticism.</td>
</tr>
<tr>
<td></td>
<td>LITERARY CRITICISM / American / General.</td>
</tr>
<tr>
<td>Dewey class no.</td>
<td>810.9/97648</td>
</tr>
</tbody>
</table>

11.5 SUMMARY

Machine-readable cataloguing for assigning labels to various parts of a bibliographic record is a convenient method in which information can be identified and used by computers. The structure of a machine-readable record is known as a format. MARC 21 is a General format for representing bibliographic information and is a standard for the representation and communication of data in machine-readable form.
In this Unit we discussed in detail the structure and format of a MARC 21 record. The common tags and corresponding indicators with subfields have covered with examples to familiarise you with the process of creating MARC 21 records. A detailed list of tags with related indicators and subfield codes is appended with this Unit for your ready reference.

### 11.6 ANSWERS TO SELF CHECK EXERCISES

1) 100 1# $a Travers, P. L. $q (Pamela Lyndon), $d 1899-1996.
   245 10 $a Maria Poppina ab A ad Z / $c scripta a P.L. Travers ; picturas delineavit Mary Shepard ; latine reddidit G.M. Lyne
   264 ## $a London : $b Collins ; $c 1968 cm.
   300 ## $a [56] p. : $b ill. ; $c 20 cm.
   500 ## $a Features twenty-six vignettes, one for each letter of the alphabet, starring Mary Poppins and other characters from the Mary Poppins novels.
   546 ## $a Latin translation of: Mary Poppins from A to Z.

020 ___ $a 9780805245020 (hardback)
082 00 $a 810.9/97648 $2 23
100 1_ $a Maher, Susan Naramore, $e author.
245 10 $a Deep map country : $b literary cartography of the Great Plains / $c Susan Naramore Maher.
264 _1 $a Lincoln ; $a London : $b University of Nebraska Press, $c 2014.
300 ___ $a xxiv, 228 pages : $b illustration, map ; $c 23 cm
650 _0 $a American prose literature $z Great Plains $x History and criticism.
651 _0 $a Great Plains $x In literature.
650 _7 $a LITERARY CRITICISM / American / General. $2 bisacsh

### 11.7 KEYWORDS

**Delimiters**

Tell the computer where each subfield starts. Sometimes denoted with $, #, _, or #

**Field**

Each bibliographic record is divided logically into fields. There is a field for the author, a field for title information, and so on. These fields are subdivided into one or more “subfields.” They are represented by 3-digit tags.

**Indicators**

Two character positions follow each tag (with the exception of Fields 001 through 009). One or both of these character positions may be used for indicators. When an indicator position is not used, that indicator is referred to as “undefined” and the position is left blank.

**Tag**

Each field is associated with a 3-digit number called a “tag.” A tag identifies the field — the kind of data — that follows. The tag is always the first 3 digits.
11.8 REFERENCES AND FURTHER READING

Library of Congress. MARC standards <http://www.loc.gov/marc/>

OCLC Bibliographic formats and standards <http://www.oclc.org/bibformats/en>

Understanding MARC bibliographic <http://www.loc.gov/marc/umb/>
### MARC 21 Tags with Indicators and Subfield Codes

<table>
<thead>
<tr>
<th>Tag Group</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>fixed</td>
<td>Fixed fields (006, 008)</td>
</tr>
<tr>
<td>0xx</td>
<td>Bibliographic control numbers and coded information</td>
</tr>
<tr>
<td>1xx</td>
<td>Main entries</td>
</tr>
<tr>
<td>2xx</td>
<td>Titles, edition and imprint information, etc.</td>
</tr>
<tr>
<td>3xx</td>
<td>Physical description, etc.</td>
</tr>
<tr>
<td>4xx</td>
<td>Series statements</td>
</tr>
<tr>
<td>5xx</td>
<td>Notes</td>
</tr>
<tr>
<td>6xx</td>
<td>Subject access added entries</td>
</tr>
<tr>
<td>7xx</td>
<td>Other added entries rather than subject or series, and linking fields</td>
</tr>
<tr>
<td>8xx</td>
<td>Series added entries and holdings</td>
</tr>
<tr>
<td>9xx</td>
<td>Local use fields</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARC 21 Tag</th>
<th>Contents</th>
<th>Indicators</th>
<th>Subfield Code</th>
<th>Display Constant/Code/ Meaning / What To Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>003</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>005</td>
<td>Transaction info</td>
<td>-</td>
<td>-</td>
<td>Date and Time of Latest Transaction</td>
</tr>
<tr>
<td>006</td>
<td>Additional Material Characteristics</td>
<td>-</td>
<td>-</td>
<td>Additional Material Characteristics</td>
</tr>
<tr>
<td>007</td>
<td>Physical characteristics</td>
<td>-</td>
<td>-</td>
<td>Codes for colours, bytes, dimensions, media, etc.</td>
</tr>
<tr>
<td>008</td>
<td>Additional Material Characteristics</td>
<td>-</td>
<td>-</td>
<td>Fixed field</td>
</tr>
<tr>
<td>010</td>
<td>Lo C number</td>
<td>-</td>
<td>$a</td>
<td>Library of Congress control number (card number)yy-xxxxx(x) or yyyy-xxxxx(x)y is 2- or 4-digit year</td>
</tr>
<tr>
<td>017</td>
<td>Copyright or legal deposit</td>
<td>-</td>
<td>$a, $b</td>
<td>Copyright registration number Assigning agency</td>
</tr>
<tr>
<td>024</td>
<td>UPC</td>
<td>1</td>
<td>$a</td>
<td>Universal Product Code- repeatable</td>
</tr>
<tr>
<td>028</td>
<td>Publisher Number</td>
<td>x x</td>
<td>$a, $b</td>
<td>Formatted publisher number (for scores and recordings)- repeatable publisher or label</td>
</tr>
<tr>
<td>033</td>
<td>Event time and place codes</td>
<td>0 0</td>
<td>$a</td>
<td>Single capture date (e.g., record date for television) Single broadcast date Multiple single broadcast dates Range of broadcast dates</td>
</tr>
<tr>
<td>MARC Field</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>040</td>
<td>Cataloging Source</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>041</td>
<td>Language code(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>043</td>
<td>Subject area codes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>044</td>
<td>Maker area codes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>045</td>
<td>Time period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>050/80</td>
<td>Library of Congress Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>082/92</td>
<td>Dewey Classification Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Main entry personal name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Main entry corporate name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>Main entry meeting name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>130</td>
<td>Main entry uniform title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>245</td>
<td>Title</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**040** Cataloging Source

- **$a** Original, language, transcribing, modifying agencies

**041** Language code(s)

- **$a** Item is or includes a translation
- **$a** Text / soundtrack
- **$b** Subtitle
- **$h** Original language from which translated

**043** Subject area codes

- **$a** Geographic area code for each subject term in 6xx

**044** Maker area codes

- **$a** Code for each country of producer and/or publisher

**045** Time period

- **0** Single date/time period of content
- **1** Multiple single date/time period
- **2** Range of dates/time periods of content
- **$a** Time period code
- **$b** Formatted 9999 B.C. through A.D. time period

**050/80** Library of Congress Number

- **00** Item is in LC, number assigned by LC

**082/92** Dewey Classification Number

- **00** From full DDC edition
- **10** From abridged DDC edition

**100** Main entry personal name

- **0** Forename
- **1** Surname
- **3** Family name
- **$d** Dates, $d 1988-

**110** Main entry corporate name

- **0** Inverted name [pre AACR2, obsolete]
- **1** Jurisdiction name
- **2** Name in direct order

**111** Main entry meeting name

- **$a** See 110 corporate name

**130** Main entry uniform title

- **0** Standardized titles of journals, broadcasts, movies, etc. when work has appeared under varying titles
- **$l** Language
- **$f** Date of work
- **$s** Version

**245** Title

- **0** Title is main entryreplace "[]" with "()"and "..." with "— " , but at start use no spacereplace foreign characters: [beta]order: $a$sn,$sp$sh
  
- **$b$/c.**
- **1** Title is only an added entry; there is already a 1xx
- **x** Number of nonfiling characters present
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>Remainder of title</td>
<td>Statement of responsibility; includes authors, editors, production company, producers, directors, writers...introductions, authorized by, prepared by, compiled by, sponsored by, made by, selected by, translated from the _ by ...Includes forewords..., not prefacesUse One Name ... [et al.] for more than three</td>
</tr>
<tr>
<td>$b$</td>
<td>General material designator see AACR2 1.1C[GMD]s include: braille, cartographic material, electronic resource, kit, manuscript, microform, motion picture, music, sound recording, text (large print), videorecording; (add 'large print' or 'tactile' anywhere, add 'braille' except text or braille)</td>
<td></td>
</tr>
<tr>
<td>$n$</td>
<td>Number of part/section</td>
<td></td>
</tr>
<tr>
<td>$p$</td>
<td>Name of part/section</td>
<td></td>
</tr>
<tr>
<td>246</td>
<td>Variant title</td>
<td>Portion, translation, different spelling, expansion/contraction of abbreviation or symbol (&amp;)...&quot;Note&quot; means using $i$ to introduce e.g., &quot;On spine: &quot;Added entry&quot; creates an entry point in databaseT = type, see OCLC 246 reference t = _ - no type specified t = 0 - portion of title</td>
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<tr>
<td>$s$</td>
<td>Remainder of edition statement</td>
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</tr>
<tr>
<td>260</td>
<td>Publication</td>
<td>Place (or [S.l., unknown location])</td>
</tr>
<tr>
<td>$s$</td>
<td>Distributor (or [s.n., unknown name])</td>
<td></td>
</tr>
<tr>
<td>$c$</td>
<td>Date (precede with 'c' if copyright, or 'p' if music copyright)hyphens are used for unknown date digits, in brackets, e.g. [19—]008’s dates use u’s, e.g. 19uu</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>Physical dimension(s)</td>
<td>SMDsp. (page(s)) v. (volume(s)) broadside(s) case(s) column(s) leaf</td>
</tr>
<tr>
<td>Field</td>
<td>Notes</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>306</td>
<td>Playing time</td>
<td>Playing time in hours, minutes and seconds, two digits each</td>
</tr>
<tr>
<td>440</td>
<td>Series title as added entry</td>
<td>Exactly what’s on the item - this <em>IS</em> the traced/controlled series statement $a = number of non-filing characters $a is title proper</td>
</tr>
<tr>
<td>490</td>
<td>Series title NOT added entry</td>
<td>Exactly what’s on the item - not traced/controlled, there exists no added entry</td>
</tr>
<tr>
<td>500</td>
<td>General notes</td>
<td>(bibliographical material forces 504 instead of 500 regardless of index)</td>
</tr>
<tr>
<td>504</td>
<td>Bibliography, etc.</td>
<td></td>
</tr>
<tr>
<td>505</td>
<td>Formatted contents</td>
<td>Contents, separated by ‘—’ otherwise use 511 to list performers, songs NO articles! first indicator: 0 - full contents 1 - incomplete, not all available 2 - partial, although all are available 8 - don’t generate a display constant/leader</td>
</tr>
<tr>
<td>508</td>
<td>Creation &amp; production credits</td>
<td>Significant participants in production those behind the camera</td>
</tr>
<tr>
<td>510</td>
<td>Citation / reference</td>
<td>Where item has been cited or reviewed</td>
</tr>
<tr>
<td>511</td>
<td>Participants, performers</td>
<td>No display constant generated</td>
</tr>
<tr>
<td>518</td>
<td>Event time, place</td>
<td>Date/time and/or place of broadcast, capture, or creation Use 033 for coded version</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Code</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>520</td>
<td>Summary, etc.</td>
<td></td>
</tr>
<tr>
<td>530</td>
<td>Additional Physical Form Available Note</td>
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<tr>
<td>538</td>
<td>Systems details</td>
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<tr>
<td>546</td>
<td>Language</td>
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<td>590</td>
<td>Local notes</td>
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<td>610</td>
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<tr>
<td>Field</td>
<td>Added entry / Title</td>
<td>Notice</td>
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<td>700</td>
<td>Added entry</td>
<td>0 _ 1 _ 3 _ x _ $a Forename first</td>
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<td>710</td>
<td>Added entry</td>
<td>0 _ 1 _ 2 _ $a Surname, inverted</td>
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<td>x y _ x _ 2 _ $a Title portion not</td>
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</tr>
<tr>
<td>9xx</td>
<td>User-option data</td>
<td>_ _ _ $a Data of local interest</td>
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