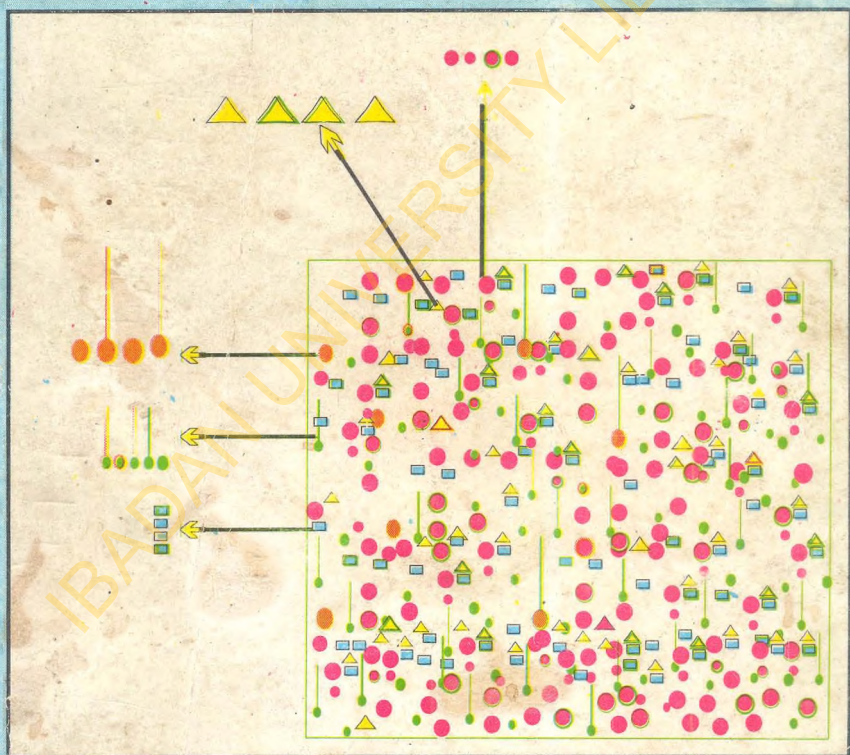


PRACTICAL APPROACHES
TO
CATALOGUING AND CLASSIFICATION
OF
INFORMATION RESOURCES
IN LIBRARIES



Edited by:
C. O. OLA

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Erratum

*The word BIBLIOGRAPY of the second line of the title on page 105 should read **BIBLIOTHERAPY***

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CHAPTER SEVEN

CATALOGUES AND THE FILING RULES

S.O. AKANDE

DEFINITION OF A CATALOGUE

A catalogue is a record that indicates the library holdings. It is an index to the books and other materials a library possesses. The catalogue describes the holding of the library for easy identification and location. It is an inventory, which shows the materials in the library by particular author, on a particular, specific subject and in a broad field of subject literature.

EXAMPLE OF LIBRARY CATALOGUES

Libraries use various forms of catalogues for their collections. These range from card catalogues, printed book catalogues, visible index computer print-out catalogue. A library can make use of any physical forms of catalogue as long as it can easily be operated and is understood by the users.

THE CARD CATALOGUE

A card catalogue can be arranged in 3 different ways and the particular arrangement chosen is dictated by the needs of each library. The pattern of arrangement of the cards in a library thus describes the different types of catalogues in use in that library.

There are in a library:

1. Dictionary Catalogue
2. Divided Catalogue
3. Classified subject catalogue

1. Dictionary Catalogue

When all entries, which are made under the author, the joint authors, titles, series, subject headings, and all other possible

entries are arranged in one alphabetical order, we have dictionary catalogue.

2. Divided catalogue

When the dictionary catalogue is divided or broken into two or three kinds of arrangement, the result is divided catalogue. That is, instead of arranging all entries in one alphabetical sequence the catalogue may be divided into:

- a) Author/Title catalogue
- b) Subject catalogue

OR

- a) Author catalogue
- b) Title catalogue
- c) Subject catalogue

For example, the Kenneth Dike Library has a divided catalogue, with one catalogue for subject entries, one for author/Title and added entries and one for Shelf list cards.

3. Classified subject catalogue

This is a catalogue in which the subjects are arranged according to the classification scheme used in the library. Classified catalogue is also called Shelf list. This catalogue brings together all the materials that the library has on a given subject.

Apart from the catalogues mentioned above, a library may have several other catalogues. For example, the Kenneth Dike Library has the Africana catalogue, which is a duplicate of the main catalogue for all titles - (no matter where shelved) that have subject contents relating to Africa. This is kept in the research library, Africana section. The Serials catalogue is located in the Serials section at the basement of the Research Library.

The manuscript catalogue, are all kept on the 4th floor of the library. The Legal Deposit (Public Ordinance) and the Government documents catalogue are both kept in the Africana section of the Research Library.

(1) Main (Author/title) catalogue

The main catalogue is a record of authors (and other added entries) and titles, of all the library's materials. The main entry (usually author cards) is the basic card and it contains the complete information about a book. It has the call number (location mark), author heading, title of book, sub-title (if applicable); Imprint i.e. place of publication; Collation: indicating volumes, number of pages, illustrative matter (if any), e.g. photos, tables etc. Notes: indicating contents, series, or special bibliographic information that must be as brief as possible.

The author of a book can be an individual, an institution or a corporate body. Where two or three people are responsible for writing a book, the catalogue has an entry for each of the three authors. Where there are four or more authors, the main entry will be under title and an added entry will be made for the first named author.

The main catalogue also has cards for added entries. The added entry is a duplicate of the main entry card, with the addition of a special heading indented on the top of the card.

2) Subject catalogue

The subject catalogue contains cards arranged alphabetically according to the subject headings of the items in the library.

The contents of an item are expressed in established terms by the subject headings through which the borrower can recognize the material. Sometimes many subjects are necessary for describing a single book and all these are used although only one classification mark is assigned.

In cases whereby the library users do not know the authors who write on a particular field or the best title in that field, it is

suggested that the subject approach be used to locate the materials in their field of interest.

The library uses the subject headings list issued by the Library of Congress. A subject heading is made up of a word or groups of words describing the subject under which all items in Library with that same theme are listed. The terms used to describe the subject are arranged alphabetically.

1) Classified subject catalogue

The Ibadan University Library also maintains the classified subject catalogue or the shelf list.

The shelf list is a list of cards of the books in the library as they are arranged on the shelves according to the classification scheme. The shelf list is a valuable tool in the library. It served the following purposes:

- 1) It provides the most complete record of the library holdings by indicating how many copies of each book are in the library.
- 2) It shows the reader the subject arrangement of the books.
- 3) The cataloguer uses it to ensure uniformity in classifying materials.
- 4) It is the authoritative record for taking an inventory of the collection.

Shelf list card filed by class mark:

- Q Concise science dictionary: -Oxford:
 123 Oxford University Press, 1984.
 .C6x Vi, 758p: -(Oxford science publications)
 1987 ISBN: 0-19-211593-6
 1. Science - Dictionaries

87-01248.

Serials catalogue

Serials are publications issued in successive parts and intended to be continued indefinitely. The term serial is an inclusive term covering popular periodicals (or magazines) newspapers, annuals, scholarly reports published periodically, and journals.

Serials may have no personal author and the editors often change. Therefore, the main entry of a serial is normally the title, but publications of institutions and other corporate bodies, when their titles are not distinctive, are entered under Bulletin, Journal, Proceedings under the name of the institution.

Government publications are listed under the name of the country, with sub-headings for the various government department. Universities, where their names include a place name appear under that place.

Africana catalogue

This is a duplicate of the author/title catalogue for works on africa. It is located in the Africana Section of the Research Library along with Public Ordinance/Legal Deposit Catalogue (known as "P.O. Catalogue")

The P.O. Catalogue lists in alphabetical sequence, items received on deposit.

Filing and Filing Practice at Kenneth Dike Library

A library catalogue is a record that is useless if it fails to help readers to find materials on desired subjects or to locate individual titles. Therefore, once catalogue entries are made, they have to be filed in order. Accuracy of filing and the sensible arrangement of entries in large catalogues as we have in Kenneth

Dike Library will help the readers in retrieving whichever material they need.

Definition of Filing

Filing may be defined as the arrangement of documents and records in the database.

According to the Encyclopaedia of Library and Information Science, "to arrange symbols in a necessary inherent order to provide a predictability that a given spot in the order a given symbol will occur," is called filing. This definition implies that the predictability of an arrangement relies on certain prerequisites which are necessary before filing can be done.

In the practice of filing large catalogue entries, there are bound to be problems unless there are well structured, written-out rules, which will guide those involved in filing. The set of rules used to arrive at a systematic arrangement of entries is what is known as filing rules. The rules established for filing should either be the ALA (American Library Association) rules for filing cards or the Library of Congress filing rules. The filing rules have several codes that the filer and the cataloguer are obliged to use so as not to misfile entries.

Filing can be done in classified sequence or in alphabetical sequence. In a classified sequence the notation determines the order and filing is an automatic process except in those cases where symbols having no ordinal value (like brackets, dashes, strokes, etc.) are used.

Filing in alphabetical sequence is done word by word and letter by letter. The two methods of filing have their problems but the real method of alphabetical sequence (even though simple to use) arise in those sequences where several types of entry (author, subject, title) are interfiled - as in the dictionary catalogue.

The two different methods of filing i.e. classified or numeric and alphabetical (letter by letter and word by word) form a symbol string in filing which can be in Arabic numerals, or the Roman Alphabet, or the English Alphabet.

Examples of 'letter by letter' and 'word by word' filing sequence

'Letter by letter' filing sequence

New

Newfall firm

New firm

New wares

News

News broadcaster

Newscaster

News reel

News room

'Word by word' filing sequence

New

Newfall firm

New firm

New wares

News

News broadcaster

News reel

News room

Newscaster

The Kenneth Dike Library adopts the ALA filing rules to file its catalogue cards. The filing is done alphabetically, word by word in accordance with ALA filing rules (See ALA filing rules).

CONCLUSION

The catalogues in the library serve as link between the clients and the materials. They serve the purpose of a mediator and can be likened to the signpost, which saves a stranger from

missing his way. As good as they are, without a good filing system, which follows established rules they can be useless to the readers. The filing rules, if strictly adhered to, will minimise errors that are bound to arise when handling large catalogues.

Man, even when operating at best capacity is not immune to mistakes. Filing large catalogues in a big library like Kenneth Dike Library in a conventional way may be tedious. The errors arising in filing can even cause information retrieval problems. All these problems can be solved if the modern information technology with the use of computer in handling information processing is embraced. Filing a newly processed document into the database without error is best handled by the computer. This saves time and the number of personnel involved is reduced. Thus, the use of computer in cataloguing, filing and building the online database cannot be over-emphasized.

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IBADAN UNIVERSITY LIBRARY