

Principles of Cataloguing & Classification: a basic introduction

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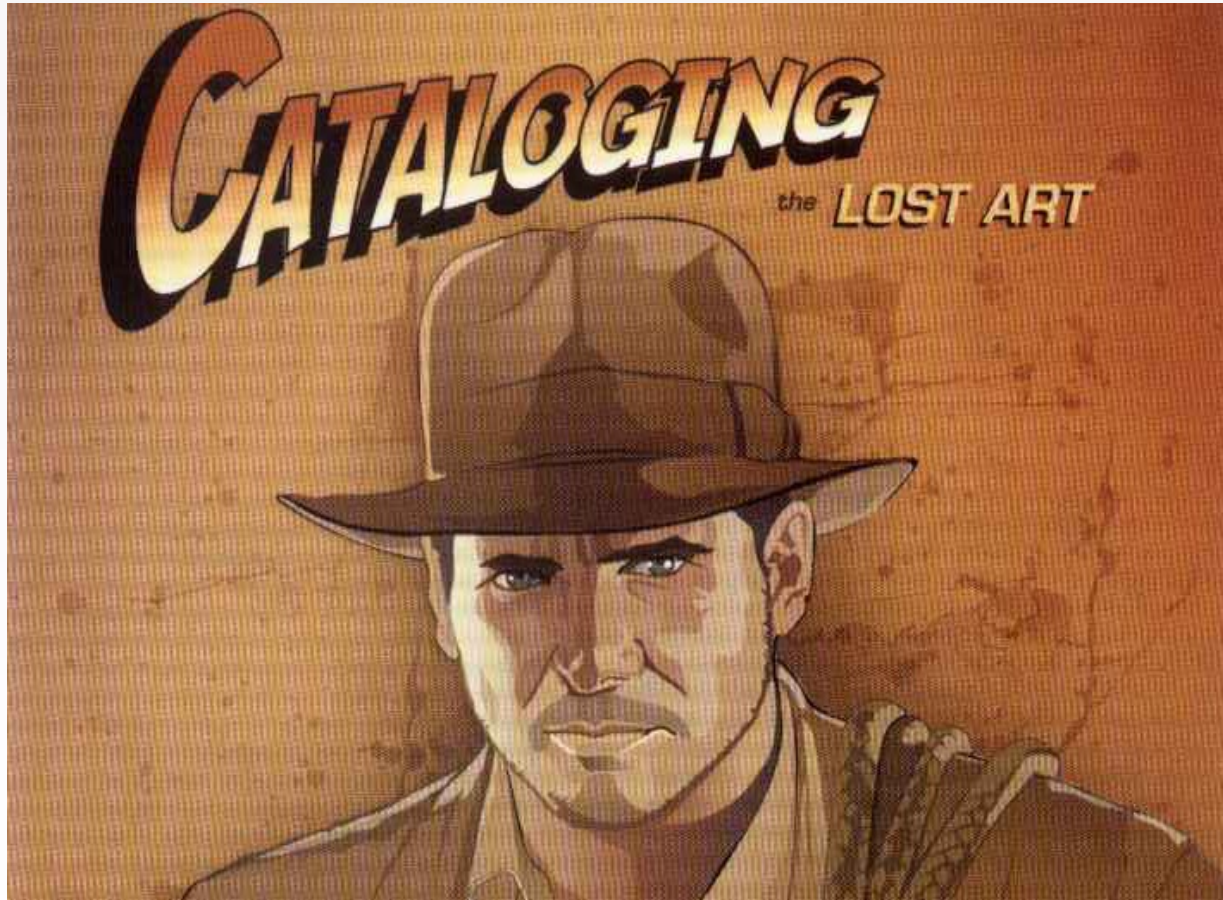
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TRAINING FOR ALL SCHEME

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Cataloguing : art, science, professional skill



The catalogue

“Most present-day catalogues are online, and this makes them far more comparable than they were previously to online information retrieval systems, or to search engines on the world wide web ... in the past there have been printed catalogues, card catalogues, slip catalogues and various microform catalogues, film or fiche. An online catalogue is now usually known as an OPAC (Online Public Access Catalogue), and normally gives a far wider range of access points (ways of looking things up) than any of the previous forms.”

~ J.H. Bowman. *Essential Cataloguing*. 2nd ed. (Facet, 2003)

Core Principles. 1. Ranganathan's Five Laws

- ***Books are for use.***
- ***Every book its reader.***
- ***Every reader his book.***
- ***Save the time of the reader.***
- ***A library is a growing organism.***

These should underpin best practice in every area of information provision. Each pertains to the catalogue.

Core Principles. 2. Cutter's Objects

1. *To enable a person to find a book of which either*
 - (A) *the author*
 - (B) *the title*
 - (C) *the subject is known.*
2. *To show what the library has*
 - (D) *by a given author*
 - (E) *on a given subject*
 - (F) *in a given kind of literature*
3. *To assist in the choice of a book*
 - (G) *as to its edition (bibliographically)*
 - (H) *as to its character (literary or topical)*

Core Principles. 3. Cutter's Means

1. *Author-entry with the necessary references (for A and D)*
2. *Title-entry or title-reference (for B)*
3. *Subject-entry, cross-references, and classed subject-table (for C and E)*
4. *Form-entry and language-entry (for F)*
5. *Giving edition and imprint, with notes where necessary (for G)*
6. *Notes (for H)*

Core Principles. 4. Cutter's Reasons for Choice

Among the several possible methods of attaining the OBJECTS, other things being equal, choose that entry:

- 1. That will probably be first looked under by the class of people who use the library;*
- 2. That is consistent with other entries, so that one principle can cover all;*
- 3. That will mass least in places where it is difficult to so arrange them that they can be readily found, as under names of nations and cities.*

Core Principles. 4. Functional Requirements for Bibliographic Records (FRBR)

- <http://archive.ifla.org/VII/s13/frbr/frbr1.htm>

Core Principles. 2. Cutter's Objects

1. To enable a person to find a book of which either
 - (A) the author
 - (B) the title
 - (C) the subject is known.

FRBR: FIND>>

2. To show what the library has
 - (D) by a given author

FRBR: COLLOCATE>>

- (E) on a given subject
- (F) in a given kind of literature

3. To assist in the choice of a book

FRBR: IDENTIFY>>

- (G) as to its edition (bibliographically)
- (H) as to its character (literary or topical)

+ FRBR: OBTAIN

International Statement of Cataloguing Principles 2009

- <http://www.ifla.org/publications/statement-of-international-cataloguing-principles>
- **General principles:**
 - 2.1 Convenience of the user
 - 2.2 Common usage
 - 2.3 Representation
 - 2.4 Accuracy
 - 2.5 Sufficiency and necessity
 - 2.6 Significance
 - 2.7 Economy
 - 2.8 Consistency and standardization
 - 2.9 Integration

Cataloguing = Description + Access + Organization

- **Descriptive Cataloguing**
 - **Description**
(describing the item we have in front of us)
 - **Access**
(providing access / entry points to assist in searching)
- **Subject Cataloguing**
 - **Classification**
(applying a classification scheme so that all items on the same subject are collocated on a browsable shelf)
 - **Indexing**
(assigning subject headings to assist in searching)

International Standard Bibliographic Description

- <http://archive.ifla.org/VII/s13/pubs/cat-isbd.htm>
- ISBD Elements
 1. Title and statement of responsibility area
 2. Edition area
 3. Material or type of resource specified area
 4. Publication, production, distribution, etc., area
 5. Physical description area
 6. Series area
 7. Note area
 8. Resource identifier and terms of availability area

Standards, formats, schemes

- Descriptive Cataloguing
 - AACR2 (soon to become RDA)
(international cataloguing standard)
 - MARC 21
(international format for data exchange)

- Subject Cataloguing
 - Feminist Library Classification Scheme
 - Feminist Library Subject Headings
 - General categories and Coloured dots