Educational Resource Management System (MPT1173)
Cataloguing: Overview

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What is cataloguing?

Process of creating bibliographic records in a catalogue according to a set of standards

What is a bibliographic record (aka cataloguing record)?

- Unit in a catalogue containing details with regard to the identification, physical characteristics, subject characteristic, and location of a bibliographic item

Types of cataloguing

- Descriptive cataloguing
- Subject analysis

Descriptive Cataloguing

- A catalogue record is a surrogate (substitute) for the item itself.

- Follows an English-language international cataloguing code called AACR2: Anglo-American Cataloguing Rules, 2nd ed.

Functions of a Catalogue

1. **Description (Identification)**
   - Identify a specific item
     - Is this the work I'm looking for?
   - Evaluate an item
     - Will this item meet my information need?
     - Is this the same work as that?

Functions of a Catalogue

2. Access (Location and Collocation)

- Locate a specific item
    - Do you have _____?
- Gather the works of an author
    - What do you have by _____?
- Gather all editions of a work

Subject Analysis

Subject analysis : determining the subject

Title : may or may not be helpful

Subtitle : often more useful

Author : may provide an indication of the   broad topic

Forward, preface, introduction : usually state the author intention

Publisher : may give an indication if the publisher specializes in a particular subject area

Series : may be useful

Content and index : usually the good indicator of the main topic

Text :use to conform your ideas about the subject

CIP : useful but use with care. CIP prepared prior to publication.

Subject Analysis

- "Aboutness" may be expressed through:
  - Words or phrases
    - Controlled vocabulary (thesaurus)
      - *Library of Congress Subject Headings (LCSH) /Sears List, etc*
    - Free-text (keyword)

Subject Headings

Cutter's principles

– To enable a person to find a work of which the subject is known

  • The catalog is a tool for location (you know what you want, and you're using subject as a means of access)

Subject Headings

Cutter's principles

– To show what the library has on a given subject [and] in a given kind of literature

- The catalog is a tool for collocation (gathering groups of materials by subject and genre)

Classification

- Two primary functions:
  - organizing and conveying relationships for systematic displays in catalogs, indexes, etc.
    - virtual shelf browsing
    - subject categorization that is language-neutral
  - physical arrangement on shelves

Classification

- There are many classification systems, but the most common are Library of Congress Classification (LCC) and Dewey Decimal Classification (DDC).

Call number

- a classification number with the addition of a book or item number to provide a unique shelf location (address)

  – Books on same topic with same classification number

Call number

– Not all libraries or classification schemes require unique call number

- LC does

- Dewey does not require book or item number in any particular format (my public library uses author's last name, not unique numbers)

That's all