

Educational Resource Management System (MPT1173) Descriptive Cataloguing

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Descriptive Cataloguing

- Bibliographic record
- Rules
 - ISBD
 - AACR2
- Areas of Description
- Access Points
 - Authority control
- Heading

Descriptive Cataloguing

- Catalogue
 - A list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan
- Cataloguing
 - The preparation of bibliographic information for catalog records.
 - Catalogers use a set of cataloguing tools , which are the agreed international rules and standards

Why catalog?

- **To enable a person finding a document where**
 - the author, or
 - the title, or
 - the subject is known
- **To show what a library has**
 - by a given author
 - on a given subject (and related subjects)
 - in a given kind (or form) of literature.
- **To assist in the choice of a document**
 - as to its edition (bibliographically)
 - as to its character (literary or topical)

Catalogue record

- 3 main areas in catalogue record
 - Description
 - Subject
 - Classification

Bibliographic record

- Description of the work
- Headings
 - Main entry
 - Added entry
 - Subject headings
- Tracing

ISBD

International Standard Bibliographic Description

– Areas of description

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

Punctuation rules

Title and statement of responsibility. – Edition
area.- material specific details area. –
Publication, distribution, etc. area. –
(series area)
Note area
ISBN and terms of availability

ISBD outline

Title proper = parallel title : other title information /
first statement of responsibility ; each subsequent
statement of responsibility . – Edition statement /
statement of responsibility relating to the edition. Place
of publication : publisher, date of publication. –
pagination : illustration + accompanying material.

(Series)

Note

Note

ISBN : price (qualification)

Descriptive levels of detail

3 levels of description based on “the purpose of the catalogue or catalogues for which the entry is constructed”

First level

Title proper / first statement of responsibility, if different from main entry heading in form 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 items .- Note (s). – Standard number

First level

First level of description

Title proper [GMD] / 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.

Gone with the wind. – 60th anniversary ed. – Harper, c1984. – 1074 p.

Second level

Title proper [general material designation] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility . – Edition statement / statement of responsibility relating to the edition. - Materials (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). - ISBN : price (qualification)

Second level

Second level of description

Title proper [GMD] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. – Edition statement. – Materials (or type of publication) specific details. – First place of publication : first publisher, etc., date of publication, etc. – Extent of item : other physical details ; dimensions. – (Title proper of series) – Note(s). – Standard number.

Gone with the wind / Martha Mitchell. – 60th anniversary ed. – New York : Harper, c1984. – 1074 p. : map ; 28 cm

Third Level

Includes all elements set out in the AACR2 rules that are applicable to the item being described.

Large libraries in Malaysia agreed to use the 2nd level

School libraries - 1st Level

That's all

