



PROCESSING OF LIBRARY MATERIAL: CLASSIFICATION AND CATALOGUING

10.1 INTRODUCTION

Library materials are acquired to support teaching/learning processes and to provide information to users when needed. It thus becomes necessary that the material be properly organized in a systematic way so that access to these materials is unhindered. Every library has a technical services department/division. This department handles classification, cataloging, physical processing, preservation, and maintenance of the materials in the library. The activity of organizing these materials is referred to as technical processing which includes classification and cataloguing.

Classification of documents is in accordance with a selected scheme of classification. Cataloguing is as per the chosen cataloguing code and the internal form of catalogue as decided for the library. With the introduction of computers, technical processing is also being automated in libraries.



10.2 OBJECTIVES

After studying this lesson you will be able to –

- explain the need for technical processing of library material;
- explain the steps in technical processing, viz., classification; cataloguing; physical processing; shelving and filing;
- state the purpose of library classification;
- describe the need for notation in library classification;

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- list the various schemes of library classification available in libraries for organizing the library collection;
- explain the concept of main classes in DDC and CC;
- identify class number, book number, call number and collection number;
- explain the use of cataloguing of library material;
- describe a library catalogue and cataloguing;
- identify the physical and inner forms of a library catalogue;
- explain Dictionary Catalogue and Classified Catalogue; and
- list the popular cataloguing codes

10.3 TECHNICAL PROCESSING

The Technical Processing Section plays a key role in carrying out the functions of any library. The journey of every document in the library to reach its readers starts from the acquisition section. It is the acquisition section that acquires the documents and it is the technical section that prepares these for use by the users. The technical section, therefore, acts as a bridge between the acquisition of documents and their circulation.

This section attends to all technical activities by the professional/technical staff of the library. The activities done here are chiefly classification; cataloguing; physical processing; shelving; and filing of library material.

10.3.1 Need for Technical Processing

Library materials go through the process of technical processing so that they can be located, used, and returned to the library at their requisite place. The need for technical processing has been brought about by a number of factors, which are:

- tremendous growth of information resulting in production of a variety of library materials,
- necessity of categorization of the universe of knowledge,
- arranging materials in such a way that subject specialization is maintained,
- systematic arrangement of documents to facilitate easy storage and retrieval, and satisfaction of users' needs.

In addition to the above, several tools have been developed for technical processing of documents, especially for arrangement and management of collection. These are the vocabulary control devices like the classification schemes, thesauri, cataloguing codes, subject heading lists, etc. These tools help in preparation of modern information services and products.

**Notes****10.3.2 Basic Steps in Technical Processing**

The steps involved in technical processing vary from one library to another. The processing steps usually vary by type of library. Within a library, different types of material may be processed in different ways. The basic steps of technical processing of library material are as follows:

- a) Classification
- b) Cataloguing
- c) Preparation of Shelf list
- d) Labeling the documents

In this Lesson, we will apprise you with classification, cataloguing and preparation of the shelf list.

**INTEXT QUESTIONS 10.1**

1. State the need for technical processing of library material.
2. List the steps involved in technical processing of library material.

10.4 LIBRARY CLASSIFICATION

Library materials are classified for several reasons. One reason is that it is difficult to find library material unless each item has a place to which it belongs. Secondly, it should be located if it is in the library. Another reason is that classification makes a collection browse-able by placing items on similar subjects together. Also, with a class number on each library item, staff can easily return the material after use to the shelves at its right location. This makes the material available for the next user. The main function of every library thus is to provide reading material to users.

Library classification is defined as “grouping of documents having the same or similar subject content. It is a system of arrangement adopted by libraries to enable users to find their materials quickly and easily.” All the books, irrespective of their size, no matter when written, are naturally grouped together when they belong to the same subject. Therefore, library classification by subject is essential for all library material.

10.4.1 Purpose of Library Classification

The main purpose of library classification is to facilitate use of reading material. It is, therefore essential that library classification should make the documents

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readily available to the users whenever required. This is due to the fact that classification helps to arrange documents in the most convenient order.

Various purposes of library classification are to:

- a) arrange library material in a manner helpful to the users and the library staff;
- b) replace the materials in their proper place on the shelves after use by the users;
- c) facilitate removal of unwanted material from the shelves;
- d) ensure that there is scope to place newly acquired material on the shelves in their proper place;
- e) place material on the shelves as indicated/shown by the library catalogue; and
- f) provide every document an individual class number, so it has an individual number.

The two main functions of library classification are shelf arrangement and notation. We will discuss shelf arrangement in the next lesson.

10.4.2 Notation

Notation is defined as a system of numbers used to represent the classes (subjects) in a library classification scheme. It is essential in every scheme of classification as it serves as a symbol in place of a term. As notation makes up the class number, it can be described as the standard abbreviation of the classification scheme. The system of providing notation is referred to as notational system. The notational system consists of:

- Arabic numerals
- Roman letters, both small and caps
- Punctuation marks
- Mathematical symbols

These symbols may, however, vary from one classification scheme to another.

A good notation should have the following qualities:

- a) Simplicity- it should be simple, easy to read, write and remember.
- b) Brevity - it should be brief.
- c) Pronounceable - it should be possible to pronounce it easily.

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Example

<i>Subject</i>	<i>Notation in DDC</i>	<i>Notation in CC</i>
Education	370	T
Chemistry	540	E
Library Science	020	2
History	900	V



INTEXT QUESTIONS 10.2

1. What is the chief purpose of library classification?
2. Write a brief note on the role of notation in library classification.

10.4.3 Call Number

In addition to the notation from the classification scheme, library items should also give an indication of author's surname. This is made up of letters or letters and numbers that indicate the author's last name. Some libraries may also add a title indicator, date of publication, and/or a copy number. Further, a code indicating particular collection type like 'R' for reference material, 'D' for books related to the documentation etc. may also be added. Besides this, another number called copy number is also added when there are more than one copy of a particular book for shelving. All of these elements together form what is called a Call Number.

The purpose of the call number is to provide the address for an item in the library. This address is where the staff will be sure to shelve the item, and where the user can look for the item. This address also allows a user to browse the similar collection together on any given topic. The idea of creating this address, or call number, for each item in the library is that each item can only have one address. It becomes the cataloguer's job to determine the specific focus of the item being catalogued, and group various materials dealing with the same topic together, creating an organized, browse-able collection.

The call number consists of class number, book number, collection number and copy number if any. Thus,

Call Number = Class Number + Book Number + Collection Number + Copy number (if any)

Examples

A book entitled *Principles of Physics* by P. V. Naik will have the following call number according to Dewey Decimal Classification.



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D
530
NAI

Here, D = Collection Number for main collection for lending to users

530 = Class Number for Physics

NAI = Book Number from first three letters of the author's surname

Further, if there are 2 copies of the same book, additional information for copy number 1 or 2 is given. For example for the second copy, the above call number will appear as D530NAI; 2

A book entitled *Elementary education* by M. K. Sengupta published in 1972 will have the following call number according to Colon Classification.

T15 N72 TD

Here, T15 = Class Number for Elementary Education

N72 = Book Number according to year of publication, i.e., 1972

TD = Collection Number, indicating that book belongs to Education Department (as per a table given in Colon Classification Schedules)

10.4.4 Schemes of Library Classification

There are several classification schemes in use worldwide. Popular ones among them are:

- BLISS Bibliographic Classification (BC)
- Colon Classification (CC)
- Dewey Decimal Classification (DDC)
- Library of Congress Classification (LC)
- Universal Decimal Classification (UDC)

Of the above, two classification systems are most commonly used in Indian libraries. These are : Dewey Decimal Classification (DDC) Scheme, and the Colon Classification Scheme (CC). DDC is based on a numerical breakup of all topics, and the Colon Classification Scheme is made up of an alphanumerical subject organization.

10.4.4.1 Dewey Decimal Classification (DDC)

This classification scheme, designed by Melville Dewey in 1876, is used by



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most of the libraries all over the world. It is an enumerative scheme of classification as most of the subjects can be assigned numbers directly from the schedules. Dewey divided the universe of knowledge into ten main classes with further subdivisions accompanied by decimal notation. This notation repeats patterns and develops subjects with parallel construction. It also repeats standard subdivisions so that it is easy to browse the shelves in a logical manner.

Arrangement of classes in DDC is based on disciplines rather than subjects. The main features of DDC are:

- use of pure Arabic numerals in notation;
- use of decimal to specify subject terms that is specific;
- scheme is compact and available in four volumes.
- availability of mnemonic devices that facilitates easy recall of classification number;
- DDC employs three minimum digits to the left of the decimal; and
- availability of relative index for the diverse material in the schedule.

Main Classes of DDC

DDC arranges the universe of knowledge into 10 broad classes. Each main class is divided into 10 divisions, and each division is further divided into 10 subdivisions until all the subject terms have been specified. The first summary contains the 10 main classes. The first digit in each three digit number represents the main class.

000	Generalities
100	Philosophy & Psychology
200	Religion
300	Social Sciences
400	Language
500	Natural Sciences and Mathematics
600	Technology (Applied sciences)
700	The Arts
800	Literature & Rhetoric
900	Geography & History

Example

500 represents Natural Sciences and Mathematics.

The second summary contains the hundred divisions. The second digit in each three-digit number indicates the division.



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Example

500 is used for general works on the Sciences, 510 for Mathematics, 520 for Astronomy, 530 for Physics.

The third summary contains the thousand sections. The third digit in each three-digit number indicates the section.

Example

530 is used for general works on Physics, 531 for Classical Mechanics, 532 for Fluid Mechanics, 533 for Gas Mechanics.

A decimal point follows the third digit in a class number, after which division by ten continues to the specific degree of classification needed.

Examples

Book Selection in Public Libraries 025.21

Types of Book Binding 686.3

In addition to numbers given in the schedules, seven tables can also be used for number building. These tables are given below:

Table-1: Standard Subdivisions

Table-2: Geographic Areas, Historical Periods, Persons

Table-3: Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms

Table-3A: Subdivisions for Works by or about Individual Authors

Table-3B: Subdivisions for Works by or about More than One Author

Table-3C: Notation to be Added Where Instructed in Table 3B, e.g., 700.4, 791.4, 808-809

Table-4: Subdivisions of Individual Languages and Language Families

Table-5: Racial, Ethnic and National Groups

Table-6: Languages

Table 7: Groups of Persons

10.4.4.2 Colon Classification (CC)

Colon Classification scheme was designed in 1933 by Dr. S R Ranganathan. CC is an analytico-synthetic scheme. The schedule of CC consists of certain standard unit schedules. By combining the numbers in different unit schedules, class numbers can be constructed for any subject. The universe of knowledge is divided on the basis of subjects known as Main Classes.

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The first edition of the scheme was brought out in 1933 and the seventh edition is the latest edition. But the 7th edition is not much in use. The 6th edition is widely used. For this reason, we will discuss here the 6th edition of CC, which was first published in 1960 and revised in 1963.

Main Classes of CC

The Main Classes of CC 6th revised edition are presented below:

Code	Subject	Code	Subject
z	Generalia	LX	Pharmacognosy
1	Universe of Knowledge	M	Useful Arts
2	Library Science	Δ	Spiritual Experience and Mysticism
3	Book Science	MZ	Humanities and Social Sciences
4	Journalism	MZA	Humanities
A	Natural Sciences	N	Fine Arts
AZ	Mathematical Sciences	NX	Literature and Language
B	Mathematics	O	Literature
BZ	Physical Sciences	P	Linguistics
C	Physics	Q	Religion
D	Engineering	R	Philosophy
E	Chemistry	S	Psychology
F	Technology	Σ	Social Sciences
G	Biology	T	Education
H	Geology	U	Geography
HX	Mining	V	History
I	Botany	W	Political Science
J	Agriculture	X	Economics
K	Zoology	Y	Sociology
KX	Animal Husbandry	YX	Social Work
L	Medicine	Z	Law

Examples

Library Science	2
Public Library	22
Engineering drawing	D: 4

**INTEXT QUESTIONS 10.3**

1. What does a call number consist of?
2. Name the two most popular library classification schemes used in India.

**Notes****10.5 LIBRARY CATALOGUES**

Let us now describe what a library catalogue is. In order to provide access to the holdings of a library, an index or list of available materials in the collection must be maintained. This principal index or list of available materials is called a catalogue. A library catalogue can, therefore, be defined as, “a list of books, maps, stamps, sound recordings or any reading materials that constitute a library collection. Its main purpose is to record, describe and index the holdings of any library collection.”

A library catalogue thus lists documents forming the total holdings or a part of the holdings of a library. The use of the resources of a library depends to a large degree on the quality of its catalogue. Therefore, it is essential that the catalogue should be prepared with care and it should be maintained up-to-date. It helps the users to use the library effectively and efficiently.

In other words, a library catalogue is a record of the holdings of a library. In order to meet the requirements of users, it consists of various unit records. These records are called entries. Each entry is designed for satisfying a particular approach of the user. Entries are prepared according to a set of rules contained in a catalogue code which will be discussed in a later section of this Lesson.

In a library, the catalogue is a tool to:

- list out and describe according to a consistent plan, the print and non-print resources available in the library,
- direct users to similar materials,
- record the collection of the library,
- indicate the location of the resources, and
- assist users in obtaining the skills of information retrieval.

10.5.1 Uses of Library Cataloguing

The catalogue enables users to:

- Retrieve information efficiently,
- Increase understanding by students and staff of information retrieval systems,



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- Plan, order, and check resources efficiently, and
- Develop information retrieval skills.

Library Catalogue and Cataloguing

The process of standardized classification and cataloguing results in the creation of a library catalogue. To create the catalogue, information on each book or item in the collection has to be collected, assigned, and recorded. Library cataloguing is therefore, the process of preparation of entries for the construction of a catalogue and preparing a bibliographic record that will become entries in a catalogue. If carried out manually, the catalogue entries are usually made on cards of 12.5 X 7.5 cm (3 x 5 in.) size.

Cataloguing work, thus, involves making of the necessary catalogue entries for a document. These entries may be of different types, each having its own specific function to perform. Each of the entries has to be prepared in accordance with the rules prescribed in the cataloguing code being followed by the library. The nature and content of each type of entry may be influenced by the particular form of catalogue. Cataloguing work involves the following steps:

- Preparation of the main entry
- Preparation of added entries
- Assignment of subject headings
- Preparation of reference entries, if any
- Writing the tracing on the main entry
- Preparing the shelf list card
- Checking of the catalogue cards by senior personnel
- Alphabetization of catalogues cards
- Filing of catalogue cards

The main entry in any catalogue is the entry with maximum information about the document being catalogued. All the other entries, i.e., the added entries and the reference entries are derived from the main entry. The assignment of the subject headings is also carried out after preparation of the main entry. Thus it is essential that the library personnel carrying out cataloguing should first prepare the main entry and then all the other added entries.

The added entries, as mentioned above, are to be derived from the main entry. The type and number of added entries required for a particular document varies. These are dependent on the type of document being catalogued. Many times, this also depends on the kind of library, its collection categories and the users of the

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library. Wherever the unit card system is followed, the main entry can be duplicated and the information in the heading section is to be provided accordingly. The reference entries are also similarly prepared, these too are to be drawn from the main entry. Once all the added entries are complete, the tracing section can be prepared on the back of main entry card.

Assignment of subject headings is one of the chief activities of the technical processing section. The subject headings are usually assigned after preparation of the main entry card of a document. In many libraries, however, it is the responsibility of the personnel carrying out classification as classifiers who are usually the subject experts. In most libraries, subject headings are in the form of subject or class index entries. For assigning subject headings, the tools required are – the list of subject headings, bibliographies, classification schedules and thesauri. A separate added entry is required for each subject heading.

For the libraries having the practice of maintaining a shelf-list, the next step is preparing of shelf list cards. The shelf-list contains a card each for every volume and is arranged parallel to the arrangement of the documents in the library shelves. The shelf-list card is usually a duplicate of the main entry card or in libraries having the unit card system, one card can be placed in the shelf-list.

All the cards, along with the catalogued book, are usually submitted to the chief librarian or a senior professional specially designated for the purpose of scrutiny and checking. It is to ensure quality before books are sent for public use. After checking, if found to be without any errors, the documents may be sent for physical processing or display or directly to the shelves. The cards are to be alphabetized and then sent for filing in the main public catalogue.

10.5.2 Physical Forms of Library Catalogue

The library catalogue is available in many physical forms. A large number of catalogues have emerged so far as their physical appearance is concerned, for example, punch form, Rotadex, magnetic tape form, microfiche/microfilm form, book form, the sheaf form, the card form and now the electronic form. However, the book form, the sheaf form and the card form have registered long-lasting popularity.

Let us learn about some popular physical forms of the catalogue. But before that we must remember that the most popular form of the library catalogue is the card form. Some of the physical forms of catalogue are:

- Printed book catalogue
- Sheaf catalogue
- Card catalogue
- Shelf list

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- **Computerised Catalogue**

Presently, the following physical forms are adopted by most of the libraries:

a) The Card Catalogue

As the catalogue has to be flexible, the card catalogue offers the best solution. Stiff paper cards of the dimension of 12.5 X 7.5 cm (3 x 5 in.) size and 0.25 mm thickness are used to prepare different catalogue entries. One card is used for every individual entry, main or the added entries. The card has a small hole in the lower middle part, so that each card can be inserted into a steel rod. The cards held together by the steel rod are arranged as per the desired sequence in wooden trays. The wooden trays are then placed in the pigeonholes of the catalogue cabinet. Each tray, on its outer face is marked by an appropriate label in alphabetical or classified sequence, the sequence in which the cards are arranged inside. Entries for newly -acquired books can be accommodated at proper places. It does not require frequent revisions. As such, it is economical to update. Moreover, it can be used by more than one user simultaneously; each user can use one or the other tray at a particular time. Its use is not subject to the availability of electricity. It is free from any machinery fault. However, such a catalogue is voluminous and lacks portability.

b) Shelf list

It is a catalogue of books and represents the order in which they stand on the shelves. Here each document title is represented by a card with all the bibliographical details as in the case of the catalogue card. The shelf list is very useful tool for the stocktaking process in the library, as for each document there is a card exactly depicting its location on the shelf.

c) Computerized Catalogue

The problems faced by the previous forms of catalogue have been overcome to a great extent by computers. With the advent of computers, the library activities ranging from acquisition to withdrawal of books from the library records can be automated. The same is the fate of cataloguing. The process not only helps in preparation of different catalogue entries, but also, in generation of book type or card type printouts. In addition, it has revolutionized the storage and retrieval mechanism of the libraries through its electronic version. As a matter of fact, OPAC (On-line Public Access Catalogues) are nowadays available in libraries.

A number of libraries in our country are computerizing their catalogue and the details of library material are displayed on the screen. Although rather expensive, it has the advantages of updation, no wear-tear in use and multiple storing of the catalogue. A copy of the whole catalogue can also be printed through a printer connected to the computer.

**Notes****10.5.3 OPAC**

An Online Public Access Catalogue (OPAC) is an online database of materials held by a library or group of libraries. An OPAC contains all the bibliographic information of a library and is in other words, a gateway to a library's collection. The OPAC is not only used on a stand-alone computer, but can also be put on the INTRA or INTERNET. This makes it possible for a library to extend its services not only to its users but also to the other interested persons of the locality, region, nation or the entire world. OPAC or computerized catalogue is very dynamic, in the sense, that it is highly flexible, easy and economical to maintain and capable of meeting almost every possible approach of the user. The searching capability is very fast and accurate.

10.5.4 Web OPAC

Web OPAC is an OPAC which is provided on the web and with the help of Internet a user can access it from anywhere. Whereas OPAC can facilitate the users' access to materials while in the library, Web OPAC has the advantage of being available world wide and is accessible any time. The status of a book may be known as the book is issued or on shelf, lost or transferred, etc. Here, an interface exists to provide access to the system in a manner that is complete, efficient and acceptable to the users.

As Web OPAC is accessible through Internet, it is possible to search it independently for the required material by author, keyword, title or year of a document. Complete bibliographic information is also available. In other words, all the features of an OPAC are present and there is also the facility to use hypertext links due to availability of Graphical User Interface.

10.5.5 Inner Forms of Library Catalogue

As mentioned earlier, a catalogue is a list of materials in a library or collection, the entries in the list being arranged by some systematic order. This order, or mode of arrangement, determines the inner form of the catalogue. There are many inner forms of catalogue as given below:

- a) Author catalogue
- b) Title catalogue
- c) Dictionary catalogue
- d) Keyword catalogue
- e) Mixed alphabetic catalogue forms
- f) Classified catalogue

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- g) Subject catalogue
- h) Shelf list catalogue

Although there are many inner forms of catalogue, two most popular forms are dictionary and classified catalogue.

**INTEXT QUESTIONS 10.4**

1. What are the most popular physical forms of a library catalogue?
2. List out the uses of a library catalogue.

10.5.6 The Dictionary and Classified Catalogues

The provision of the author/title catalogue form in conjunction with the above-mentioned two of the subject catalogue forms has resulted in the production of these two famous inner forms of the catalogue.

The dictionary catalogue files its author/title heading, specific subject headings and connective references in one alphabetical sequence. The dictionary catalogue, an index to the library collection, is usually located in the main part of the library. This is called a dictionary catalogue because all the entries are arranged alphabetically like a dictionary.

Whereas, the classified catalogue has classified file of subject entries as the principle component, complemented by alphabetically arranged indexes of subject, authors, title, etc. These indexes may be arranged, in a single, or in separate, alphabetical sequence.

Of these two inner forms, the classified catalogue has a longer history in accordance with the classified order of knowledge. It is in fact, a legacy from the Britishers and is widely followed in India.

The dictionary catalogue came on the scene much later, and became very popular in the United States. In fact, it was C.A. Cutter, the famous personality in the field of cataloguing, who was responsible for the universal acceptance of this form of catalogue in America.

Both the forms of catalogue have been popular and it continues to be a topic of debate among the librarians on the merits and shortcomings of each of these forms. But both the forms have qualities which have been responsible for their wide popularity and use.

10.5.7 Cataloguing Codes

Cataloguing rules have been defined to allow for consistent cataloguing of vari-



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ous library materials across several persons of a cataloguing team and across time. Users can use them to clarify how to find an entry and how to interpret the data in an entry. Cataloguing rules prescribe:

- which information from a bibliographic item is to be included in the entry.
- how this information is presented on a catalogue entry or in a cataloguing record, and
- how the entries should be sorted in the catalogue.

The larger a collection, the more elaborate cataloguing rules are needed. Users cannot and do not want to examine hundreds of catalogue entries or even dozens of library items to find one item they need. Currently, most cataloging rules are similar to, or even based on, the *International Standard Bibliographic Description* (ISBD), a set of rules produced by the *International Federation of Library Associations and Institutions* (IFLA) to describe a wide range of library materials. These rules organize the bibliographic description of an item in the following areas:

1. Title and statement of responsibility (author or editor)
2. Edition
3. Material specific details (for example, the scale of a map)
4. Publication and distribution
5. Physical description (for example, number of pages)
6. Series
7. Notes, and
8. Standard Number (eg. ISBN)

The most commonly used set of cataloguing rules in the English speaking world are the *Anglo-American Cataloguing Rules*, 2nd Edition, or AACR2 for short. However, in India, a majority of libraries follow S.R. Ranganathan's *Classified Catalogue Code*.



INTEXT QUESTIONS 10.5

1. Distinguish between a dictionary catalogue and a classified catalogue.
2. List out the items of bibliographic description for library material as per ISBD rules.

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WHAT YOU HAVE LEARNT

- The task of preparing documents for use includes both technical and physical processing. It is, therefore, both logical and economical for the Technical Processing Section to perform these two activities.
- The technical processing work consists of classification and cataloguing of documents. The functions of the Technical Processing Section are, firstly, classification of documents according to a standardized scheme of classification and cataloguing documents using a standard catalogue code. Secondly, preparation of the classified and catalogued documents for their physical location on the shelves of the library and maintaining the documents.
- Classification involves sorting of library documents on the basis of subjects, determining the specific subject of the documents and assigning the call number.
- Classification provides a system for organizing knowledge. Classification may be used to organize knowledge represented in any form, e.g., books, documents, electronic resources.
- Notation is the system of symbols used to represent the classes in a classification system. Library materials are often arranged by some sort of numeric or alpha-numeric system that corresponds to subject areas. This system is referred to as notation.
- Preparation of the cataloguing work include preparation of main and added entries for the documents, assigning subject headings and preparing shelf list.
- The most popular physical forms of the library catalogue are the Card catalogue, the Shelf list and the Computerised Catalogue.
- Due to developments in IT, from the traditional card catalogues, users have the facility of locating documents via OPAC and Internet. This facility has enabled anytime and anywhere access of material from the libraries.
- Two most popular inner forms of catalogue are the Dictionary catalogue and the Classified catalogue.



TERMINAL QUESTIONS

1. What is a call number ? Explain the need for assigning call numbers to library books.



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2. Give an account of the main classes of the Dewey Decimal Classification.
3. What do you understand by cataloguing? Describe the purpose of a library catalogue in detail.
4. Describe the features of a classified catalogue.
5. Distinguish between an OPAC and a Web OPAC.



ANSWERS TO INTEXT QUESTIONS

10.1

1. The need for technical processing has been brought about by a number of factors, which are:
 - a) Tremendous growth of information resulting in production of a variety of library materials,
 - b) Necessity of categorization of the universe of knowledge,
 - c) Arranging information in such a way that subject specialization is maintained,
 - d) Systematic arrangement of documents facilitates easy storage and retrieval, and
 - e) Satisfaction of users' needs.
2. The basic steps of technical processing, after acquiring of library materials are Classification and Cataloguing.

10.2

1. The chief purpose of library classification is to facilitate use of reading material. It is, therefore essential that library classification should make the documents readily available to the users whenever required by them.
2. Notation is defined as a system of numbers used to represent the classes (subjects) in a library classification scheme. It is essential in every scheme of classification as it serves as a symbol in place of a term. As notation makes up the class number, it can be described as the standard abbreviation of the classification scheme. The system of providing notation is referred to as notational system.

10.3

1. The call number consists of class number, book number, collection number and a copy number, if any



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Thus,

Call Number = Class Number + Book Number + Collection Number + Copy number (if any)

- Two most commonly used classification schemes in Indian libraries are the Dewey Decimal Classification (DDC), and the Colon Classification Scheme (CC).

10.4

- The most popular physical forms of a library catalogue are the Card catalogue, Shelf list and Computerized Catalogue.
- The catalogue enables users to:
 - retrieve information efficiently,
 - increase understanding by students and staff of information retrieval systems,
 - plan, order, and check resources efficiently, and
 - develop information retrieval skills.

10.5

- The dictionary catalogue files its author/title heading, specific subject headings and connective references in one alphabetical sequence. The dictionary catalogue, an index to the library collection, is usually located in the main part of the library. This is called a dictionary catalogue because all the entries are arranged alphabetically like a dictionary.

On the other hand, classified catalogue has classified file of subject entries as the principle component, complemented by alphabetically arranged indexes of subject, authors, title, etc. These indexes may be arranged, in a single, or in separate, alphabetical sequences. The classified catalogue thus has two parts, a classified part and an alphabetic or dictionary part.

- The bibliographic description of an item is in the following areas:
 - Title and statement of responsibility (author or editor)
 - Edition
 - Material specific details (for example, the scale of a map)
 - Publication and distribution
 - Physical description (for example, number of pages)
 - Series

- g) Notes, and
- h) Standard Number (e.g. ISBN)

GLOSSARY

Book Number: The combination of letters or letters and numbers that are used to indicate an individual work in the library. The book number may consist of several parts: an indicator for the author (i.e. author's last name); an indicator for the title (when an author has published more than one work in the same subject area); the date of publication (i.e. 1999); a copy number if there is more than one copy of this particular work in the collection (i.e. copy 2).

Call Number: This is the location or address of an item on the library shelves. The call number is made up of the notation (the number indicating the subject of the book) and the book number (indicating the author and information about that particular copy). There should be a unique call number for each individual item in a library collection. This can be done through the use of indicators for the title, date and copy number in the book number.

Classified Catalogue: A catalogue in which the entries are arranged in classified order of subjects, whether logically, in systematic order, exhibiting hierarchical relationship between subjects,

Dictionary Catalogue: A catalogue in which all the entries (author, title, subjects, series, etc.) and references are arranged in a single alphabet- like a dictionary.

ISBN : International Standard Book Number

Notation: The number, or letter and number combination, that is developed using the information given in a classification system (i.e., the schedules and tables of the DDC).

OPAC: Online Public Access Catalogue

Schedules: These are the part of classification system that list class numbers and sub-classes.

Tables: The DDC contains four tables of information that can be used in creating numbers from the schedules. These tables are needed to modify numbers from the schedules, creating more specific, topical numbers.

Web OPAC: An OPAC, which is provided on the web and can be accessed from anywhere with the help of Internet.

MODULE - 3

ORGANISATION OF
INFORMATION SOURCES



Notes

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ORGANISATION OF INFORMATION SOURCES



Notes

Processing of Library Material : Classification and Cataloguing

SUGGESTED ACTIVITIES

1. Go to a library and find out type of cataloguing and classification scheme being used there.
2. Search any five books in an Author catalogue of a library and note down Call Number of searched books. You may use either Print Catalogue or Online Catalogue.

WEBSITES

http://en.wikipedia.org/wiki/Library_classification

<http://www.ibiblio.org/librariesfaq/sect5.htm>

<http://lili.org/forlibs/ce/able/course5/08purpose.htm>

http://www.aijcrnet.com/journals/Vol_2_No_6_June_2012/15.pdf