

PRACTICAL

UNIT 7

Identification of Entry Elements in The Name of Personal and Corporate Author (AACR II) and Creating Catalogue Entries Using AACR-II by Assigning Subject Heading

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7.0 Unit Overview & Description

This unit will provide the information about entry element in the name of personal and corporate Author (AACR II). It will help to understand to create catalogue entries using AACR II by assigning subject headings.

This unit will impart following **knowledge and skill**:

- Rules for form of headings for personal author
- Rules for form of headings for corporate author
- Understand the need of subject heading
- Understand the western and Indic names

Resource Material:

1. IGNOU (2002). Library cataloguing practice. BLIS 04P. Block 1-2.
2. Singh, S.N. and Prasad, H.N. Cataloguing manual: AACRII. Delhi: B.R. Publishing, 1985
3. <http://www.aacr2.org/>
4. http://www.bc.edu/bc_org/avp/ulib/staff/cat/fundamentals/AACR2pt1.pdf

Duration: Total Hours 20

Learning Outcomes:

Unit -7 Identification of entry elements in the name of personal and corporate author (AACR II) and creating catalogue entries using AACR II by assigning subject heading	Outcomes
7.2. Entry element in the name of personal and corporate author (AACR II)	<ul style="list-style-type: none"> ● List rules for form of headings for personal author ● Understand entry elements for corporate author ● List different kinds of corporate author
7.3. Creating Catalogue entries using AACR II by assigning subject headings	<ul style="list-style-type: none"> ● Understand the need of subject heading ● Identify catalogue entry for personal author in AACR - II ● Identify catalogue entry for corporate author in AACR -II

Assessment Plan(for the teachers)-

Unit 2	Topic	Assessment Method	Time Plan	Remarks
7.2	Entry element in the name of corporate author	Exercise: Question & Answer		
7.3	Creating catalogue entries using AACR II by assigning subject heading	Exercise: Creation of catalogue card in main and Added entry.		

7.1 Introduction:

In order to provide access to the holdings of a library, an index or list of the document available in the library must be maintained. Any document may be authored by either Personal Author or by Corporate Author. Catalogue cards are prepared according to some code or rules. There are many cataloguing rules and codes, but the AACR II are followed almost universally. In this unit, entry element in the name of Personal and Corporate Author and creating catalogue entries using AACR II by assigning subject heading are discussed.

Review question.

- i. Fill in the blanks:
 - a. Any documents may be authored by either _____ or by _____.
 - b. Catalogue cards are prepared according to some _____.

7.2 Entry elements in the name of Personal and Corporate Author (AACR II)**7.2.1 Rules for Form of Headings (Entry element) for Personal Author:**

AACR-2R defines a personal author as the one who is “chiefly responsible for the creation of the intellectual or artistic content of a work”. The main entry in catalogue is under the name of the personal author and the source to find the name is the title page.

Chapter no. 22 of AACR-2R deals with the choice of name of persons. The rule states to choose the name “by which he or she is commonly known. This may be the person’s real name, pseudonym, title of mobility, nick name, initials or other appellation”.

Personal names consist of several parts and one of these is selected to form the entry element. AACR-2R prescribes rules for determining the full heading. The relevant rules can be grouped into following three groups:

- General rules
- Those relocating to western names
- Those concerning India Names.

a) General Rules:

If a person’s name consists of several parts, select as the entry element that part of the name under which the person would normally be listed in authoritative alphabetic lists in his or her language or country. Thus:

From Ramdhari Singh Dinker to Dinker, Ramdhari Singh.

From JawaharLal Nehru to Nehru, JawaharLal

In the above case, the names are entered under the surname. Forename may be the entry elements in the name as seen in the case of North Indian (Indo-Aryan) names or the last as in the case of south Indian names.

Example: Krishna Chandra (North Indian)
Shiyali Ramamrita Ranganathan (South Indian)

If the entry element is the first element of the name, enter the name in direct order. e.g. Krishna Chandra.

A comma is not to be placed in between the two names when it is written in its direct order. If the entry element is not the first element of the name, transpose the elements preceding the entry element. e.g. Ranganathan, Shiyali Ramamrita.

b) Western Names:

Western names have generally two or three parts. The last part is the family name or surname. The entry element will be the surname. Surnames with separately written prefix are entered under the prefix. Compound surnames with or without a hyphen, are entered under the first element of the compound.

Example:

- George Bernard Shaw
The entry element is Shaw, George Bernard
- Walter De La Mare
The entry element is De La Mare, Walter
- Henry Smith - Dorrien
The entry element is Smith - Dorrien, Henry
- Norman Del Mar
The entry element is Del Mar, Norman
- Sir John Suckling
The entry element is Suckling, Sir John.

c) Indic Names:

Indic names may be Categorised into two Categories:

- Early Indic Names
- Modern Indic Names

The rules no. 22.25 of AACR-2 direct us to enter under the first word of the personal name in case of authors born before the middle of the 19th century, like Kalidasa, Panini, Aryabhatta etc. and for modern Indic names, enter under the surname e.g. Kapoor, Raj; Gokhale, Gopal Krishna etc. Enter a

Punjabi or Sikh name under the first or given name e.g. Khuswant Singh; Manmohan Singh etc. It is also mentioned that there are many exception in above case.

7.2.2 Entry element for corporate Authors:

According to AACR-2R, A corporate body is “an organisation or a group of persons that is identified by a particular name and that acts, or may act, as an entity”. Examples are Government, Different agencies of Government, Associations, Institutions, Conferences, Religious bodies, etc.

a) Government as corporate body:

The heading for the government is the geographic name of the area (Country, State, etc.). If there is any conflict in the name of country, state or province, it is to be distinguished by an individualising element.

Example: Government	Entry Element
Government of India	- India
Korea	- Korea (North)
Korea	- Korea (South)

b) Government officials:

Government dignitaries acting in their official capacity are to be entered as such and not by their names. In case of head of state (President) add the period of incumbency and name. However, in case of head of government, who is not a head of state, add only the official designation.

Example: India. President (2012- : Pranab Mukherjee)
India. Prime Ministers.

c) Government Agencies: (Rule 24.18)

Some government agencies are entered directly under their names. However, in some cases subordinate bodies also can be entered directly under their names.

Example: India. Supreme Court
India. Planning Commission

In some cases subordinate bodies are entered directly though they have parent organization.

Example: For central statistical organization, the entry element is **India. Central Statistical Organization** after excluding Ministry of Planning.

Some bodies which is usually created or controlled by government are entered under the name of the body/organization.

Example: Indira Gandhi National Centre for Arts
Indian Space Research Organization.

d) Committees and Commission

The Committees and Commission are appointed by the government on different aspects. They submit their report to the government. These reports are constantly refer by the research scholar. These

reports are accessed either by the name of the Committee and Commission or by the name of the chairpersons of these Committee and Commissions.

Therefore, entries are made under the name of the Committee or Commission or the subordinate bodies of the government. Additional entries are also provided for the chairman of the Committee and Commission.

Example: (i) Finance Commission, 1951, Report, Chairman : K. C. Neogy
(ii) Civil Services Review Committee Report 2001, Chairman: Y. K. Alagh The name of the Committee is suffixed by the year of its appointment.

e) Institutions, Associations and Societies

Organizations (i.e. Institutions, Associations and societies) can be at the international or national or local level.

Example: IFLA International Federation of Library Associations and Institutions (International level)
ILA Indian Library Association (National Level)
DLA Delhi Library Association (Local Level)
WHO World Health Organization
ICAI Institute of Chartered Accounts of India
DDA Delhi Development Authority.

The publications of these bodies are usually directly entered under their names.

f) Conferences, Seminars, Symposia:

The Publication of conferences, seminars, symposia are proceedings and usually directly entered under their names with following condition:

- The Indications of the number, frequency or years to be omitted at the beginning of the name of the conference.
- The number, year and place of the conference are to added in parentheses after the name of the conference. These are separated by putting colon in between them.

Examples: 10th IASLIC Conference, Lucknow, 1995

The entry element will be

IASLIC Conference (10th: 1995: Lucknow)

Review question:

- i Discuss the rules for form of headings for personal authors.
- ii Discuss the rules for entry elements for Committees and Commission.

- iii State the rules of choice of name of person described in chapter no. 22 of AACR 2R?
- iv Define “Corporate body” according to AACR -2 R?
- v How entries are made for Committee and Commission’s documents?
- vi How entries are made for document published by conferences, Seminars etc.?

7.3. Creating catalogue entries using AACR-II by assigning subject headings.

7.3.1 Subject Heading: The purpose of subject cataloguing is to list under one uniform word or phrase of all of the materials on a given subject that a library has in its collection. A subject heading is the word or phrase used in the library catalog to express the topic of a book. A subject entry is catalog card with the subject heading placed at the top as the filing medium. The cataloguer should have to assign the subject heading with the help of list of subject heading. Example: Any fiction in English have subject “English Fiction”.

7.3.2 Catalogue entry for single personal Author: In case of books written by single author, the main entry is made under the name of the author.

Example:

Five Point Some one

By

ChetanBhagat

RUPA PUBLICATION

NEW DELHI

Other Information:

Call No.	:	823 BHA
Accession No.	:	20122
Pages	:	225
Size	:	18 cm.
Date of Publication	:	2004
ISBN	:	978-81-291-1530-0

Main Entry

823 BHA	Bhagat, Chetan	
20122		<p>Five point someone/ by Chetan Bhagat. - New Delhi: Rupa, 2004.</p> <p>225p; 18cm.</p> <p>ISBN 978-81-291-1530-0</p> <p>1. English Fiction 2. Fiction-English I Title</p>

In the last para of the main entry contain the subject heading assigned with the help of Sears List of Subject Heading and the other for title of the book.

In the unit card system, we add the added entry information on the top line. Subject heading in the subject added entry is always written in capital letters.

Added entry of the main entry:

Added entry - Subject

823 BHA	Bhagat, Chetan	ENGLISH FICTION
		<p>Five point someone</p> <p>(Rest as in the main entry)</p>

Added entry -Title

823 BHA		Five point someone Bhagat, Chetan
		Five point someone (Rest as in the main entry)

7.3.3 Shared responsibility (Rule 21.6B1)

- In case of books written by two or three authors, the main entry is made under the first author and added entries are to be made for the other two authors.
- In case of books written/contributed by two or more authors and if one of the author has given prominence by wording or layout etc. the rule refers that main entry is made under the author who has been given prominence.
- In case of books written by more than three authors and no one has been given prominence, the main entry is to be made under the title of the book and added entry for the first author only. In part of the statement of responsibility, the first author is to be written then leaving three dots [et al] is to be written in square brackets.
- In case of books Published under the editors/compiler, the main entry heading will be the title. Added entry is to be made to the principal editor/compiler.

Example: 1. Theory of cataloguing
 By
 Girja Kumar
 Krishan Kumar
 Vikas Publishing House
 Delhi

Other information:

Call No. : 025 GIR ; Accession no. : 1516
 Year of Publication : 1975; Pages : 384

Size : 22cm.; ISBN : 0-7069-9816-2
Edition : 5th revised edition

Main Entry

025 GIR		Girja Kumar
1516		<p>Theory of cataloguing / by Girja Kumar and Krishan Kumar. - 5th Revised ed. -Delhi: Vikas Publishing House, 1975.</p> <p>384p; 22cm. ISBN 07069-9816-2</p> <p>1. Cataloguing Theory. I. Krishan Kumar II. Title</p> <p style="text-align: center;">○</p>

Added Entry - Subject

025 GIR		CATALOGUING THEORY
	Girja Kumar	
		<p>Theory of cataloguing (Rest as in the main entry)</p> <p style="text-align: center;">○</p>

Added entry - 2nd Author(i.e. Joint Author)

025 GIR		Krishan Kumar Girja Kumar
		Theory of cataloguing (Rest as in the main entry)

Added Entry - Title

025 GIR		Theory of cataloguing Girja Kumar
		Theory of cataloguing (Rest as in the main entry)

2 Principles of Psychology

Richard H. Price

Mitchell Glickstein

David L. Horton

Ronald H. Bailey
Holt, Rinehart and Wilson
New York, Chicago, San Francisco

Other information:

Call No. : 150 PRI
Accession No. : 4856
Year of Pub. : 1982
Pages : Xvii, 650
Size : 26cm.
ISBN : 0-03-048411-1

Main Entry

150 PRI		Principles of Psychology/ Richard H. Price ... [et al].
4856		New York: Holt, Rinehart and Winston, 1982. Xvii, 650 p ; 26 cm ISBN: 0-03-048411-1 1. Psychology I. Price, Richard H.

Added entry - subject

150 PRI		PSYCHOLOGY Principles of Psychology/ Richard H. Price ... [e t al].
		(Rest as in the main entry)
		○

Added entry -Author

150 PRI		Price, Richard H. Principles of Psychology/ Richard H. Price ... [e t al].
		(Rest as in the main entry)
		○

3. Artificial Intelligence

The case against

Edited by

Rainer Born

Croom Helm

London & Sydney

Other information:

Call No. : 001.5 ART
Accession No. : 6576
Year of Publication : 1997
Pages : XX, 222
Size : 23cm.
ISBN : 0-7099-3293-6

Main Entry

001.5 ART		Artificial intelligence: the case against / edited by
6567		Rainer Born. - Landon: Croom Helm, 1987 XX,220 p; 23 cm ISBN 0-7099-3293-6 1. Artificial intelligence I. Born, Rainer

Other information:

Call No. : 338.9 IND
Accession No. : 8799
Year of Publication : 1985
Size : 28cm.
Pages : 257

Main Entry

338.9 IND	India. Planning Commission
8799	Seventh five year plan 1985-1990: mid-term appraisal -Delhi: Manager, Government of India Press, 1985. 257 p; 28 cm 1. India - Economic Policy I. Title

Added entry -Subject

<p>338.9 IND</p>		<p>INDIA - ECONOMIC POLICY</p> <p>India. Planning Commission</p>
		<p>Seventh five year plan 1985-1990 (Rest as in the main entry)</p>

Added entry -Title

338.9 IND	India.	Seventh Five Year plan 1985-1990: mid term appraisal Planning Commission
		Seventh Five Year plan 1985-1990 (Rest as in the main entry)

2 Committee/Commission:

Education and National Development

Report of the Education Commission 1964-1966

NCERT, New Delhi

Other Information:

Call No. : 370.6 IND

Accession No. : 5681-5684

Year of Publication : 1966

Size : 20 cm.

Note : Published in 4 volumes. V1. General Problems in Education. V. 2. School Education. V. 3. Higher Education. V. 4. Educational Planning, Administration and Finance.

Chairman : D.S. Kothari


Main Entry

370.6 IND	India.	Education Commission (1964)
5681-5684		<p>Education and national development: report of the Education Commission, 1964-1966. - New Delhi: NCERT, 1966.</p> <p>4 V.; 20cm.</p> <p>Contents: v.1. General Problems in Education.-v. 2. School Education.-v. 3. Higher Education.-v. 4. Educational Planning Administration and Finance.</p> <p>D. S. Kothari, Chairman</p> <p>1. Education-India I Kothari, D. S. II Title III Kothari Commission Report</p>

Added Entry- Subject

370.6 IND		EDUCATION - INDIA India. Education Commission (1964)
		Education and national development... (Rest as in the main entry) 

Added Entry - Chairman

370.6 IND		Kothari, D. S. India. Education Commission (1964)
		Education and national development... (Rest as in the main entry) 

Added Entry - Title - I

370.6 IND		Education and National Development India. Education Commission (1964)
		Education and national development... (Rest as in the main entry)

Added Entry - Title - II

370.6 IND		Kothari Commission Report India. Education Commission (1964)
		Education and national development... (Rest as in the main entry)

3. Conference:

Ninth Lunar and Planetary Science Conference Houston, 1978
 Proceeding of the Ninth Lunar and Planetary Science
 Conference Houston, Texas March 13-17, 1978
 Compiled by

The Lunar and Planetary Institute Houston, Texas
Pergamon Press Oxford

Other information:

Call No. : 523.3 LUN
Accession No. : 4576
Year of Publication : 1978
Size 26cm. ; Pages : 250 p

Main Entry

523.3 LUN		Lunar and Planetary Science Conference (9 th : 1978:Houston)
4576		Proceedings of the ninth Lunar and Planetary Science Conference, Houston, Texas, March 13-17, 1978/Compiled by the Lunar and Planetary Institute. - Oxford: Pergamon Press, 1978. 250 p; 26 cm 1. Moon I Lunar and Planetary Institute II Title.

Added Entry - Subject

523.3 LUN		MOON
	Lunar	and Planetary Science Conference (9 th : 1978: Houston)
		(Rest as in the main entry)
		○

Added entry-Title

523.3 LUN		Proceedings of the ninth Lunar and Planetary Science conference
	Lunar	and Planetary Science Conference (9 th : 1978: Houston)
		(Rest as in the main entry)
		○

Review question

Prepare the catalogue card of the following titles

- i. Documentation : Genesis and development By
S. R. Ranganathan
EssEss Publication
New Delhi

Other Information:

Call No. : 029.7 R196D
Acc. No. : 150204
Pages : 310 P
Date of publication : 1973
ISBN : 81-7000-476-4

- ii Cloud Computing : SaaS, PaaS, IaaS
Virtualization, Business models, Mobile, Security and more By
Kris Jamsa
James & Barlett learning, Burlington

Other Information:

Call No. : 004.678 J27C
Acc. No. : 150275
Date of publication : 2013
Size : 22 cm
ISBN : 978 -1 - 4496 - 4739 - 1

- iii. Report of the review committee on Library staff under the purview of central government : 4th pay Commission recommendation.
Chairman : Prof. D. P. Chattopadhyay
Class No. : 025
Acc. No. : C- 1245
Date of Pub. : 2003
Pages : 87 P

Published by Central Secretarial Library New Delhi.

7.4 Summary:

In this unit we have covered entry elements in the name of personal and corporate Author. We have discussed the rules for catalogue entry for single personal author, for shared responsibility and for corporate author. we have worked out few examples on each case.

7.5 Practical

Exercise :

Prepare the catalogue card of the following titles with the help of AACR II.

1. Applied Microeconomics

By

Stephen Hope

John Wiley & Sons

New York, Brisbane

Other information:

Call No. : 338.5 H791A

Pages : Xviii, 519

ISBN : 0-471-97914-7

Year of Publication : 1990

Size : 26 cm.

Accession no. : 148168

2. Infrastructure Development for Economic Growth

Edited by

M.V. Srinivasa Gowda

Deep & Deep Publisher, New Delhi

Other information:

Call No. : 338.954 G722 I

Accession No. : 137487

Year of Publication : 1990

Pages : 386 p

Size : 23cm.

ISBN: : 81-7100-914-X

3. World of Work Report 2012

Better jobs for a better economy

International Labour Organization

International Institute for Labour Studies

Academic Foundation, New Delhi

Other information:

Call No. : 331.11 I61W

Accession No. : 150737

Year of Publication : 2012

Pages : Xviii, 108 p

Size : 28 cm.
ISBN : 978-81-7188-963-1

4. The Elements of Style

By

WILLIAM STRUNIK Jr.

and

E. B. WHITE

Illustrated by Maira Kalman

Penguin Books, New Delhi

Other information:

Call No. : 418 S927T

Accession No. : 150281

Year of Publication : 2005

Pages : 147 p

Size : 18cm.

ISBN : 978-0-14-311272-3

5. Quest for Quality

Strategies and applications in Library and Information Services

ILA Seminar papers

46th All India library Conference, Ahmedabad, 3-6 January 2008

Edited by

S.M. Dhawan

Indian Library Association

Delhi

Other information:

Call No. : 025.1 I39Q

Accession No. : 14110

Year of Publication : 2001

Pages : 854 p.

ISBN : 81-85216.35-5

6. Tenth IASLIC Conference, Lucknow, 1975

Library Documents - aspects of utilization. Procurement of Periodicals

Current Problems in India

IASLIC CALCUTTA

Other information:

Call No. : 026 I39T

Accession No. : 127948
Year of Publication : 1975
Pages : v. p.
Size : 22 cm

7. No Shelf Required
E-Books in Libraries
Sue Polanks
EssEss Publications
New Delhi

Other information:

Call No. : 025.04 P762N
ISBN : 978-81-7000-644-2
Year of Publication : 2011
Pages : 182 p
Size : 23cm

8. Ageless Body
Timeless Mind
A practical alternative to growing old
Deepak Chopra
Rider, London

Other information:

Call No. : 133.9 C545 A
Accession No. : C 15487
Year of Publication : 1993
Pages : 351 p
Size : 18 cm

9. How much is enough?
The love of money, and the
Case for the good life
New Delhi: Allen lane

Other information:

Call No. : 339.41 S628H
Accession No. : 150377
Year of Publication : 2012
Pages : 243 p
Size : 18 cm