

## UNIT 2

### Cataloguing Methods and Formats

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### 2.0 Unit Overview & Description

This unit will provide information about different cataloguing methods and formats. It will help to understand the different kinds of entries and format in AACR-2 and the format of MARC 21.

This unit will impart following knowledge and skill:

- Overview of Classified Catalogue Code
- Structure of AACR -2 cataloguing format
- Different levels of description in AACR -2
- Structure of MARC - 21.
- MARC 21 format

#### Resource Material:

1. Tripathy, S M. Modern cataloguing theory and practice. Agra: Shiva Lal Agarwala, 1978.
2. Mukhopadhyay, Asoknath. Guide to MARC 21 for cataloging of Books and serials. New Delhi, Viva Books, 2007

3. Fritz, Deborah A. Cataloguing with AACR2 & MARC 21 for books, electronic resources, sound recordings, video recordings and serials. 2<sup>nd</sup> ed. New Delhi: Pentagon Press, 2009.
4. <http://www.loc.gov/marc/bibliographic>
5. <http://www.oclc.org/support/documentation/localholdings/primer/holdingsprimer.pdf>
6. [http://www.bc.edu/bc\\_org/avp/ulib/staff/cat/fundamentals/AACR2pt1.pdf](http://www.bc.edu/bc_org/avp/ulib/staff/cat/fundamentals/AACR2pt1.pdf)
7. IGNOU (2002) Library cataloguing theory. BLIS-04. Block 2.

Duration: Total Hours 20	
Learning outcomes:	
UNIT 2: Cataloguing methods and formats.	Outcomes
2.2 Description of Catalogue code 2.2.1 Classified Catalogue code  2.2.2 AACR - 2  2.2.3 MARC 21	<ul style="list-style-type: none"> <li>● Understand the classified catalogue code</li> <li>● Different kind of catalogue entries</li> <li>● Identify structure of AACR -2</li> <li>● Three levels of description in AACR -2</li> <li>● Understand overview of MARC 21</li> <li>● Different section of data in MARC record</li> </ul>
2.3 Format of AACR -2 MARC 21	
2.3.1 Format of AACR -2	<ul style="list-style-type: none"> <li>● Identify format of AACR -2</li> <li>● Structure of main entry with eight parts</li> <li>● Understand outcome of a main entry</li> <li>● Understand outcome of Added entries</li> </ul>
2.3.2 MARC 21 Format	<ul style="list-style-type: none"> <li>● Format of MARC 21</li> <li>● Identify minimum required field for book cataloguing.</li> </ul>



**Assessment Plan (for the teachers)-**

Unit 2	Topic	Assessment Method	Time Plan	Remarks
2.2	Description of Catalogue code	Activity Exercise: Question & Answer		
2.3	Format of AACR -2 MARC 21	Exercise: Question & Answer		

**2.1 Introduction**

Cataloging is the process of preparing descriptive/bibliographic records for the documents available in a library collection. The process applies a general system that is international in nature and scope. The system are called Codes, which contain 'set of rules' for guidance of catalogers in the preparation of catalogue of documents. Generally Codes comprise rules for description of materials (books, etc...) and choice of headings and their forms needed in making author, title, etc. bibliographic entries including cross references as required. In addition to the above, the codes have rules for subject cataloguing and filing of entries as well. This section is about the brief description of some codes and formats.

**Review question:**

- i. Define Catalogue?
- ii. Define Code?

**2.2 Description of Catalogue Code:****2.2.1 Classified Catalogue Code:**

The Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code was developed by Shiyali Ramamrita Ranganathan (1892-1972) in 1934. The first edition appeared in 1934 and was continued through five editions, the last (i.e. the 5<sup>th</sup>) edition coming in 1964. Each later edition was an improvement on the earlier one, the revision, addition or improvement made on the basis of practical application and critical examination supported by teaching and reasoning. This empirical, analytical and critical approach shaped the code progressively.

A Classified Catalogue is one in “which some entries are number entries and some are word entries”. Thus it consists of two parts, namely the classified part and the alphabetical part.

CCC recognises the following kinds of entries in a classified catalogue:

- Main Entry
- Book index entry
- Class index entry
- Cross reference entry
- Cross reference index entry



The main entry and cross reference entry are number entries. Therefore, these form part of the classified part.

Book Index Entry, Class Index Entry and Cross Reference Index Entry are word entries. Therefore, these are included in the alphabetical part.

### 2.2.2 AACR-2

Anglo-American Cataloguing Rules was prepared jointly by the American Library Association, the British Library, the Canadian Committee on Cataloguing, the Library Association and the Library of Congress. The 1<sup>st</sup> edition was appeared in 1967. This 2<sup>nd</sup> edition was appeared in 1978.

Three sets of revision of AACR2 were issued in 1982, 1984 and 1986. The revised code is named as AACR2, 1988 revision and not as 3<sup>d</sup> edition.

#### Structure of AACR2:

AACR2 consists of two parts. Part I contains rules for a standard description of all kinds of library materials. Part II “deals with the determination and establishment of headings or access points in the catalogue under which the descriptive information is to be presented to catalogue users and with the making of references to those headings”. This part contains rules for choice of main and added entries, form of headings and uniform titles and references.

Part 1 consists of descriptive rules in 13 chapters. Chapter 1 has the general rules which provide the general frame within which descriptive rules for specific classes of material follow. Chapter 13 also contains general rules for analysis of specific types. The different chapters are as follow:

**Part I Description:** Chapter 1. General rules of description. 2. Books, pamphlets and monographs. 3. Cartographic materials. 4. Manuscripts (including manuscript collections). 5. Music (published music). 6. Sound recordings. 7. Motion Pictures and Video Recordings. 8. Cartographic materials. 9. Computer files. 10. Three dimensional Artifacts and Realia. 11. Microforms. 12. Serials and 13. Analysis.

**Part 2 Headings of uniform title and references:** chapter 21 Choice of Access points. 22 Headings for persons. 23 Geographic names. 24 Headings for Corporate Bodies. 25 Uniform Titles

The third part constitutes the end matter. It consists of Appendixes. A. Capitalization B. Abbreviations C. Numerals and D. Glossary, and an index.

#### Levels of Detail in Description

AACR2 describes three levels of descriptions. First level provides the minimum information which is necessary to identify a given documents. Second level can be called standard description. It provides all the data which may be considered necessary for description of documents forming part of the main collection of medium to large libraries in the context of Libraries in developed countries. The third level provides information's covering every descriptive element described in the code. The choice of a level of description would depend upon the purpose to be satisfied by a given catalogue.



### Three levels of description are as follow:

**First Level of Description:** For the first level of description the following elements are the minimum.

Title proper /First statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading. -Edition statement. - Material (or type of Publication) specific details. -First publisher etc., date of publication, etc. - Extent of item. - Note (S). - Standard number.

Used by generally small and school libraries.

**Second Level of Description:** For the second level of description the following is the schematic illustration of the minimum elements:

Title proper (general material designation)= Parallel title : other title information/first statement of responsibility. -Edition Statement/First Statement of responsibility relating to the edition.- Material (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 sub-series, ISSN of subseries: numbering within sub series). - Note (S). - Standard number

Used by maximum libraries.

### Third Level of Description:

In this level of description all elements set out in the rules of AACR- 2 which are applicable to the particular item that is being catalogued are to be included.

#### 2.2.3 MARC 21

MARC (Machine readable cataloging), is an international standard digital format for the description of bibliographic items developed by the Library of Congress during the 1960s to facilitate the creation and dissemination of computerized cataloguing from Library to Library within the same country and between countries. By 1971, the MARC format had become the national standard for dissemination of bibliographic data and by 1973, an international standard. There are several versions of MARC.

MARC21 was created in 1999 as a result of the combination of the United States and Canadian MARC format (USMARC and CANMARC). It is based on the ANSI standard Z39.2 which allows uses of different software products to communicate with each other and to exchange data. MARC 21 has formats for the following five types of data : Bibliographic Format, Authority Format, Holding Format, Community Format and Classification Data Format. MARC 21 allows the use of two character sets, either MARC-8 or Unicode encoded as UTF - 8. [UTF: Universal character set Transformation format-8 bit]

#### MARC Format

Name	Description
i. Authority Records	Provide information about individual names, subjects and uniform title. As authority record establishes an authorized form of each heading, with references as appropriate from other form of the heading.

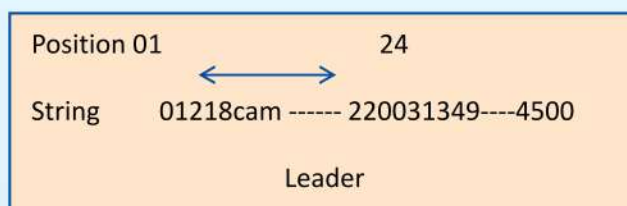
ii. Bibliographic Records	Describes the intellectual and physical characteristics of bibliographic resources (books, sounds recordings, video recordings and so forth).
iii. Classification Records	MARC records containing classification data. For example, the Library of Congress Classification has been encoded using the MARC 21 classification format.
iv. Community Information records	MARC records describing a service providing agency. For example, the local homeless shelter or tax assistance provider.
v. Holding Records	Provide copy specific information on a library resource (Call Number, Shelf Location, Volumes held, and so forth).

The MARC record in communication format, comprises three sections of data:

- a) Leader or Record label
- b) Directory
- c) Data Contest

### Leader:

The leader contains coded information about the organization and features of the records itself in a string of 24 characters, 00 to 23.



The code may be a letter, number or a blank space.

### Record Directory:

The Directory serves as road map of the Data Contents area. The directory is generated Programmatically by computer for locating data fields with the help of their address, which is a string of 12 numeric characters. The address mechanism consists of three components, placed successively without any partition in between:

**Field Tag:** A three character ID of bibliographic information type given in the field. It consists of digits, no alphabets. Example: '001' Tag for Record ID field.



**Field length:** Computer calculates field length taking the size of the bibliographic data string and one character for the field terminator. It takes at the most four character positions. Example: '009'.

**Starting Position:** It is the relative position in reference to the base address, i.e. taking the first position in the Data Content Section as 0. It consists of five character position. Example : '00000' indicates that the Tagged field '001' starts from the very beginning of the Data Content Section.

### Data Contents:

The Data Content Section holds related cataloging data as data fields. The data fields are separated by the field terminator which is a predetermined special character such as #, @ etc. The data content resides in the final section of a Record, and ends with the Record Terminator.

#### Review question

- |  |                          |
|--|--------------------------|
| i. Write the name of different catalogue codes?                                  |                          |
| ii. Write the name of different kinds of entries in a Classified Catalogue Code? |                          |
| iii. Match the following:  |                          |
| A  | B                        |
| a. Classified catalogue Code (1 <sup>st</sup> Edition )                          | i. 1967                  |
| b. AACR -  | ii. 1999                 |
| c. MARC - 21   | iii. 1934                |
|  | iv. Dr. S. R. Raganathan |
| iv. Write the name of different section of data in a MARC record.                |                          |

## 2.3 Format of AACR-2 and MARC 21:

### 2.3.1 Format of AACR -2:

A library catalogue is a useful search tool for the effective use of library. A library Catalogue can just meet any one type of user approach like author approach, title approach etc. Format provides the output in an internationally standard acceptable manner. It maintains the standard. Catalogue card, of a standard size 12.5 cm x 7.5 cm, is one of a physical forms of catalogue.

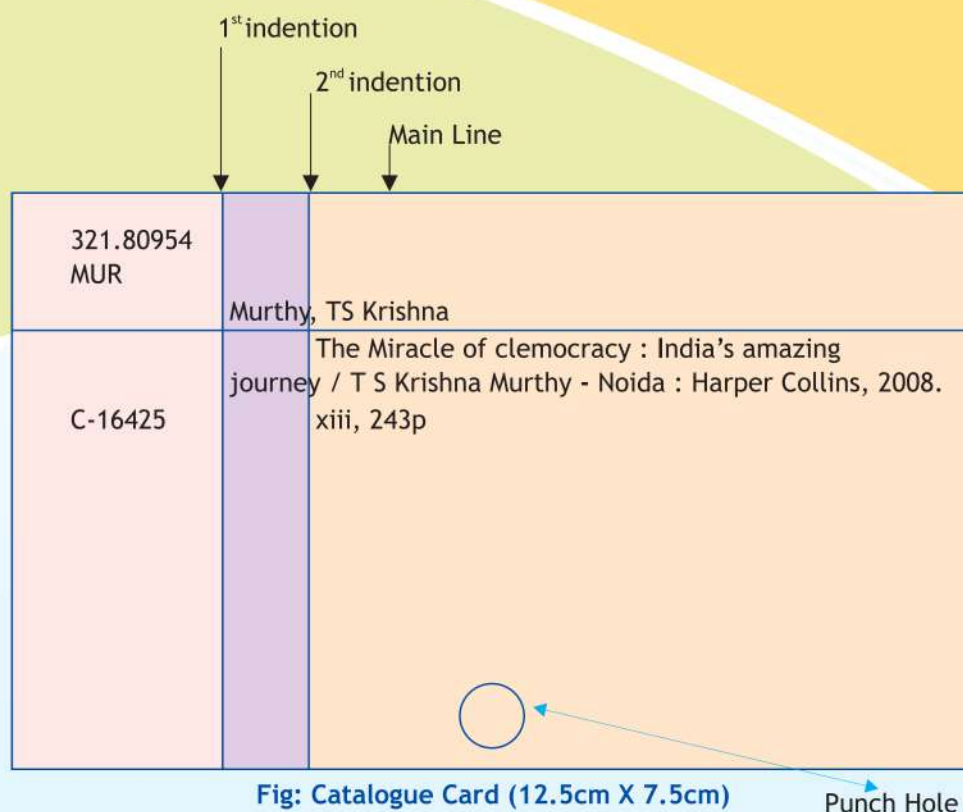


Fig: Catalogue Card (12.5cm X 7.5cm)

Punch Hole

The indentation lines are drawn mainly to maintain clarity and to distinguish one line from another line while recording the details of a document in the form of a catalogue entry. Each paragraph starts from 2<sup>nd</sup> indentation and continues from 1<sup>st</sup> indentation in the description. The heading section/ leading section starts from 1<sup>st</sup> indentation and continues from 2<sup>nd</sup> indentation. AACR - 2 R never prescribes any indentions in the form of rules in the code except a suggestion.

The structure of a main entry with the eight parts and the paragraph and elements there in is described by Wyner as under:

## I Heading

- A. Author or other person or Corporate Body chosen as main entry.
- B. Title, if (A) can be ascribed

## II Body of the Entry (First paragraph)

- A. Title and Statement of responsibility area
  - i. Title proper ( including alternative title, if any)
  - ii. General Material Designation (GMD)
  - iii. Parallel title (s) other title information, if any
  - iv. Statement (s) of responsibility.



**B Edition area**

- i. Edition statement (named, numbered or a combination of the two )
- ii. Statement of responsibility relating to the edition, but not to all editions.

**C Material (or type of publication) specific details area**

- i. For Cartographic materials, statements of scale and projection.
- ii. For Serial Publication, numerical and/ or alphabetical designation.

**D. Publication, distribution etc. area**

- i. Place of Publication, distribution, etc.
- ii. Name of Publisher, distributor, etc.
- iii. Statement of function of publisher, distributor, etc. (e.g. production company)
- iv. Date of publication, distribution, etc. including copyright date
- v. Place of manufacture, name of manufacturers, date of manufacture, if name of publisher is unknown.

**III Physical Description Area (Second Paragraph)**

- i. Extent of item. ( e. g. number of pages, volumes etc.)
- ii. Other Physical details (e. g. playing speed, etc)
- iii. Dimension ( e.g. height diameter)
- iv. Accompanying materials (e.g. teacher's guide)

**IV Series Area, if any (following physical description area as continuation of second Paragraph)**

- i. Title proper of series, parallel title (s), other title information.
- ii. Statement (s) of responsibility relating to series.
- iii. ISSN of series.
- iv. Numbering within series.
- v. Sub-series.
- vi. Second and following series, each in its own set of parentheses.

**V Note area (each note is a separate paragraph)**

Necessary data that cannot be incorporated in the above parts of the record.

**VI Standard Number and Terms of Availability Area (Paragraph following last note)**

- i. Standard number (e.g. ISBN, ISSN)
- ii. Key - title of a serial

- iii. Terms of availability (e.g. price)

## VII Tracing (Separate paragraph)


- i Subject Heading
- ii Added entries for joint authors, editors etc.
- iii Title added entry or entries
- iv Series added entry or entries.

## VIII Call Number (formatted in upper left corner of entry or on line following tracing.)

- i Classification number
- ii Cutter Number and work mark, if any

## IX Accession Number can also be included as part of the main entry.

The place of above parts in a catalogue card is shown below.

Call Number (VIII)		Heading Section(I)
Acc. No.(IX)		Body of The Entry (II) Physical Description (III) (Series) (IV) Notes Area (V) ISBN (VI) Tracing (VII) 

### Outline for a main entry and an added entry for a dictionary catalogue according to AACR-2:

If the main line is not sufficient to record the information we will continue the main entry heading after leaving two letter spaces from the second indentation. This imaginary line which is 16 spaces from left margin of the card is known as third indentation.

In the tracing section, in between the items numbered in Arabic numerals and in Roman numerals two letter spaces are to be left.



Call No.		<b>Main entry heading</b>
Acc. No.		<p>Title proper (GMD). = Parallel title: Other title / statement of responsibility. - Edition/Statement of responsibility relating to edition. - Place of publication, distribution: Publisher, date of publication.</p> <p>Extent of item: other physical details: dimensions + accompanying Material. - (series; number).</p> <p>Notes.</p> <p>ISBN.</p> <p>1. Subject heading. 2. Subject heading. I Added Entry II Added Entry III Title IV Series</p>

Outline of added entry - Unit card Method.

Call No.		<p><b>Added entry</b> (Second line added entry, if necessary) heading</p> <p><b>Main Entry heading</b></p>
		<p>Title.../Statement.... - Edition ... /Statement ....</p> <p>Place...: Publisher, date of Publication.</p> <p>Extent of item ... .-(series; number).</p> <p>Notes.</p> <p>ISBN.</p> <p>1. subject heading.....</p>

When the main entry is under the title of the work as per rule, the outline entry is as follow:

Call No.		
	Title .....	/Statement of responsibility. -edition... . -place of
Accession Number		Publication: publisher, date. Extent... .- (Series; no.). Notes ISBN 1. Subject heading. 2..... I....

The title statement starts from the 1<sup>st</sup> indentation of the main line and continues from the 2<sup>nd</sup> indentation till the completion of the body of the entry. From the second line onwards the body of the entry 'hangs on' to the second indentation. This type of indentation is known as 'hanging indentation'.

### 2.3.2 MARC 21 Format:

MARC Cataloguing involves the logical record structure, the Content designation and the data content.

As Content designators, the Field Tag, Indicator 1 and Indicator 2, and subfield Code, all contribute to computer performance in reading the content of a bibliographic record meaningfully.

**Field Tag:** The Field Tag is three digit codes meant for a particular type of data. For example, Tag 100 stands for main author.

**Indicators:** Indicators are two: Indicator 1 and Indicator 2. It provides some supplementary information about the field content. Each indicator holds single - character code. The code may be a numeric or a lowercase alphabetic character or a blank space. Use of a blank (#) indicator is inconsistent.

**Subfield Code:** It identifies data elements within a field for enabling the computer to manipulate each one separately. It is composed of a subfield delimiter and a Data element identifier.

A delimiter's function ends with passing a signal to computer, predicting the presence of a Data Element Identifier, While Data Element Identifier is a Code.

#### Example

245	Title Statement	NR
\$ a	Title Proper / Short title	NR
\$ b	Remainder of title	NR
\$ f	Designation of Vol. / Issue and/or date	NR
\$ h	Medium	NR
\$ 6	Linkage	



Examples of subfield codes with Dollar Sign as subfield delimiter. NR is used for non-repeatable.

### Variable Control Fields:

The first block of fields is made under tag 00X, that contains Variable Control Fields e.g. 001 is control number.

### Variable Data Field:

All fields except 00X are variable data fields. These fields consists of indicators, one or more subfield codes, Variable data and a field terminator. The primary groupings of variable fields are as follows:

0XX =	Control information, numbers, Codes
1XX =	Main entry
2XX =	Titles, edition, imprint
3XX =	Physical description etc.
4XX =	Series Statements
5XX =	Notes
6XX =	Subject access fields
7XX =	Name, etc. added entries or series, linking
8XX =	Series added entries; holding and location
9XX =	Reserved for local implementation

All fields are not required by any library. Therefore a policy may be formed to concentrate on a set of relevant fields, indicators, subfields. The minimum required field for book cataloguing may look something like the following:

020	ISBN
040	Cataloguing Source
09X	Local call number
100	Personal Name - Main entry
110	Corporate Name - Main Entry
130	Uniform Title - Main entry
240	Uniform Title
245	Title of the work
246	Varying form of title
250	Edition Statement
260	Imprint, Publication, Distribution

300	Physical Description
440	Series Statement / Series Title Added entry
500	General Note
504	Bibliographic Note
505	Formatted contents Note
520	Summary Note (abstracts etc.)
59X	Local Notes
600	Subject Added entry - Personal
630	Subject Added Entry - Uniform Title
650	Subject Added Entry - Topical
651	Subject Added Entry - Geographic
69X	Local Subject Access field
700	Personal Names - Addition Access Point
710	Corporate Name - Addition Access Point
730	Uniform Title - Addition Access Point
9XX	Local data Elements

**Example: (1)**

010	91-12500/Ac
020	0452010616: # C \$ 9.95 (\$12.99 cm)
082	00822.33
100 1	Westall, Robert
245 14	The kingdom by the sea / #c [by] Robert west all
250	1 <sup>st</sup> American ed.
260	New York: # b Farrar Straus Giroux, # c 1992, e 1990
300	175P; # c 21cm
520	During world war II, twelve year old Harry and a stray dog travel through War-torn England in search of safety.
650 1	World war, 1939-1945 # Z England # v Fiction
650 1	Dogs # V fiction



### Review question

- i. Write the name of different parts in the structure of a main entry as described by Wyner?
- ii. Draw the outline for a main entry according to AACR - 2?
- iii. Name the different elements involve in MARC cataloguing?

### 2.4 Summary:

In this unit, we have discussed three types of catalogue codes. We have also discussed three levels of description of a document through AACR 2. MARC21 format is discussed in details. Outline of a main entry and an added entry is also described.

### 2.5 Exercise :

Q.1. State the structure of AACR2?

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Q.2. Write schematic illustration of 2<sup>nd</sup> level of description described in AACR2?

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Q.3. What are different types of data format in MARC 21. Enumerate them?

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Q.4. Enumerate the different parts of a main entry of AACR2?

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Q.5. Explain the term 'hanging Indention'?

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