



Topics

Purpose of cataloguing

Items included in the library catalogue

Catalogue formats

Catalogue entries

Sources of cataloguing

Processing

Maintaining the catalogue

Inventory



The purpose of this *Sourcebook* section is to show the reader how to interpret and use cataloguing information, not how to create it.

PURPOSE OF CATALOGUING

Cataloguing refers to the activities connected with the bibliographic description of library materials and the assigning of access points (also called headings) to those descriptions. The purpose of cataloguing is usually to create a library catalogue. The library's catalogue functions as an index to the items in the library's collection (books, magazines, cassettes and other materials). It enables patrons and staff to quickly determine:

1. if the wanted item is owned by the library, and if so, where in the collection the item will be found
2. which works by an author or on a particular subject are in the collection



The well-maintained catalogue, that is accurate and up-to-date, serves as an effective method of inventory control and enables the library staff to provide better service to the public.

When establishing a catalogue, a decision must be made concerning what items to include. There are a number of options. In one library, all items in the collection, books, magazines and audiovisual materials might be in the catalogue. In other libraries, only books, or perhaps only hardcover books, are included in the catalogue.

This decision will be based on several factors including the library's objectives, the cost of the item to be catalogued and the cost of the cataloguing process.

Cataloguing an item and listing it in the library's catalogue make it more accessible to the library user. If every item in the library is included in the catalogue, the user has quick access to the entire collection. However, there are certain types of material that may not be practical to catalogue. Given that the cataloguing process itself represents a cost, cataloguing a \$5.00 paperback with a short shelf life or a deposit item which will be gone in six months, may not be a justifiable expense.

The benefits of better access and inventory control must be weighed against the cost of the item and the cost of the cataloguing process itself.

Card catalogue

The traditional catalogue format is the card file in which information about items in the collection is recorded on 3 x 5 inch cards which are filed in drawers. In small libraries, the card file is an effective catalogue format. It is relatively inexpensive and easy to set up and maintain.

Entries on separate cards can be added or removed as necessary without affecting other parts of the catalogue. This type of catalogue is easy to use, especially if the drawers are well labelled, the information on the cards is consistently presented and the cards are filed consistently using filing rules such as the *ALA Filing Rules* (1980 edition).

ITEMS INCLUDED IN THE LIBRARY CATALOGUE

CATALOGUE FORMATS



Microform catalogue

A microform is a miniature photographic reproduction of printed works or cataloguing information that must be enlarged for reading with magnifying equipment. The microform may be in microfilm or microfiche format.

The microform catalogue is not as easy to update as a card catalogue and this format is usually produced when the information about a library's holding is in computer-readable form. The major advantage of a microform catalogue is that it is very compact and portable. In addition, making copies of the catalogue is relatively inexpensive. The Northern Ontario Catalogue, formerly the Tri-Regional Catalogue, is one example of microfiche catalogue of library holdings.

On-line catalogue

An interactive catalogue connects the user directly to the information source. In this case, the source is computer-readable catalogue records stored in a bibliographic database on a computer. With this type of catalogue, computer equipment is needed to store and retrieve the catalogue entries.

Interactive catalogues are usually very easy to update and to maintain. There are minimal to no delays due to filing time, reproduction time or binding processes. With a card catalogue, access points are usually restricted to author, title, subject and a few other headings because it is expensive to produce and file cards. An on-line catalogue offers enhanced access to the bibliographic records including, in some cases, access to the entire bibliographic record by searching on a keyword.

CD-ROM catalogue

A CD-ROM catalogue is a type of on-line catalogue because it is accessible only through a computer. CD-ROM (Compact Disc - Read Only Memory) is a relatively new technology which is similar but not the same as the popular CD audio recordings. In the new INFO (Information Network for Ontario) project, the provincial database of holdings from libraries across Ontario will be stored in CD-ROM format. Retrospective bibliographic databases in CD-ROM format such as Precision One by Brodart and SuperCat by Gaylord are also being used in some libraries to build on-line bibliographic databases of local holdings.



Library users and staff generally approach the catalogue knowing one or more pieces of information about the needed item. They may know the author, the title or the subject area that satisfies a certain requirement or set of requirements such as a "how to" book on upholstering furniture or a recent book on planning a wedding or perhaps a children's book illustrated by Patti Stren.

To satisfy all possible approaches, the catalogue provides multiple **access points** for each item catalogued. To help the user make an appropriate choice among the materials listed, a **bibliographic description** of each item is part of each individual catalogue entry.

A catalogue entry, irrespective of the form of the catalogue, has three parts.

- ❑ the access point (heading) which allows the catalogue user to find the entry
- ❑ the bibliographic description which describes the particular item
- ❑ the location which enables the catalogue user to move from the catalogue to the needed item. The location is usually indicated by a classification number or code.

Bibliographic description

Library users are best served if all catalogue entries are consistently prepared. Therefore, the elements of information contained in a catalogue record, the order in which they are presented, and the appearance or format of the record are governed by precise rules. These rules are contained in the *Anglo-American Cataloguing Rules* (second edition 1988 revision). The title of this publication is often abbreviated to AACR2R. The format and contents of a catalogue entry are shown on the next page.



Access points

Providing multiple approaches or "access points" means that for a fiction book, at least two entries will be found in the catalogue -- one filed under the name of the author of the book and a second filed under the book's title.

For non-fiction, at least three entries will be prepared and filed in the catalogue -- one each for the author and the title and a third for the subject of the book. If the book deals with more than one subject or with multiple aspects of a subject, more subject entries may be made.

Main entry

The term **main entry heading** refers to the major access point chosen during the cataloguing process based on rules for cataloguing practice contained in AACR2R. The main entry heading is generally the author of the work but may be the title of the work or even the name of an organization or group under certain circumstances. The main entry contains a full description of the item in question and a record of all the other access points which have been prepared for the item. This record of access points is called the **tracings**.

The main entry card shown in Example 2 contains a complete bibliographic description, that is, all the information needed to identify the work. The bottom third of the card contains the tracings, that is, the list of all the other access points which have been provided for this particular book.

Example 2 : Author main entry card

658.4092	Taylor, Harold L.
Tay	Making time work for you : a guidebook to effective & productive time management / Harold L. Taylor. -- Don Mills, Ont. : General Publishing, 1981. 160 p. : ill.
	ISBN 0773600914
	1. Time management. 2. Executives-- Time management. I. Title.
	○



By definition, editors and compilers are not considered authors, and in this case, the main entry heading is under the title of the work. When the author is unknown, the main entry is the title as shown in Example 3.

Example 3 : Title main entry for an edited work

971.0647 This is my home : a celebration of
Thi Canada / Paul Belserne and Robin Ledky,
editors. -- Vancouver : Creative House/
Douglas & McIntyre, c1986.
127 p. : col. ill.

ISBN 0888945175

1. Canada Day--Pictorial works.
2. Canada--Description and travel
--1981--Views. I. Belserene, Paul.
II. Lecky, Robin. III. Creative House
(Vancouver, B.C.).

○

The important thing to note is that the main entry card (regardless of whether it is an author main entry or a title main entry) is the card which is duplicated to produced all other cards in the card set.



Added entry

Additional entries are created to provide different access points to the item being catalogued. An **added entry** record is a duplicate of the main entry with the addition of a heading at the beginning of the record or, on a catalogue card, at the top of the card. This heading can be the title of the item (if the main entry is the author) or it can be the title of a series of works to which the item in question belongs. The heading can also be the name of a joint author, an illustrator, a translator, an editor, or a compiler.

In a card catalogue, the added entry thus created is filed in the catalogue under the new heading. The new heading is now the topmost piece of information on the card and thus becomes the filing element. The number of added entries will vary from one item to another.

An examination of the tracings for the book from Example 1 indicates that there is one added entry and that it is for the title. The title added entry card is shown in Example 4. This added entry card is a duplicate of the main entry card with the addition of a heading at the top. This heading now becomes the filing element, enabling the catalogue user in this case, to find Taylor's book by the title ***Making time work for you*** by looking in the "M" section of the library catalogue.

Example 4 : Added entry for the title of the work

	Making time work for you
658.4092	Taylor, Harold L.
Tay	Making time work for you : a guidebook to effective & productive time management / Harold L. Taylor. -- Don Mills, Ont. : General Publishing, 1981. 160 p. : ill.
	ISBN 0773600914
	1. Time management. 2. Executives-- Time management. I. Title.
	○



Subject entry

Entries are also created to provide access by subject to the item sought. The heading or headings which describe the subject are not chosen at random. Rather, to ensure consistency in a given library and among libraries, subject headings are selected from standard lists such as the *Library of Congress Subject Headings*.

In a card catalogue, the subject heading assigned to the item is added to a duplicate of the main entry card as the very top line of the card. This subject heading is usually printed in capital letters so that it will be easily identified as a subject access point. The addition of a subject heading means that the subject entry thus created will be filed in the catalogue under that heading. The new subject heading is now the topmost piece of information on the card and thus becomes the filing element. The number of subject entries will vary from one item to another but in a card catalogue are usually added sparingly because of the additional bulk and the work involved in creating the cards.

An examination of the tracings for the book in Example 1 shows that two subject entries have been made for this book. The two subject entry cards are shown in Example 5. These subject entry cards are duplicates of the main entry card with the addition of a subject heading at the top of each card. In this case, the catalogue user can find Taylor's book by checking under the subject of **Time management** or the subject of **Executives -- Time management**.

Example 5 : Subject entries

	TIME MANAGEMENT
658.4092	Taylor, Harold L.
Tay	Making time work for you : a guidebook to effective & productive time management / Harold L. Taylor. -- Don Mills, Ont. : General Publishing, 1981.
	160 p. : ill.
	ISBN 0773600914
	1. Time management. 2. Executives-- Time management. I. Title.
	○



EXECUTIVES--TIME MANAGEMENT
658.4092 Taylor, Harold L.
Tay Making time work for you : a guidebook to
effective & productive time management / Harold
L. Taylor. -- Don Mills, Ont. : General
Publishing, 1981.
160 p. : ill.

ISBN 0773600914

1. Time management. 2. Executives--
Time management. I. Title.

○

Traditionally subject headings assigned to individual catalogue entries serve as the main subject retrieval tool in library card catalogues. In an on-line catalogue, subject headings are usually still assigned to the catalogue record but many on-line catalogues have the capability to search the catalogue record using a keyword or key phrase. This capability means that a searcher no longer needs to know the first word of a subject heading in order to find it, because any word in the subject heading becomes an access point.

The use of subject headings need not be restricted to non-fiction material. Subject headings can also be assigned to fiction titles. Fiction subject headings are especially helpful when used on children's or young adult material to locate stories on a specific topic. **Sports stories--Fiction; Physically handicapped children--Fiction; Adoption--Fiction; Fear of the dark--Fiction; Divorce-- Fiction** and **Christmas storie --Fiction** are examples of fiction subject headings.



Shelf list card

A shelf list card is a duplicate of the main entry card with the addition of information which is useful to the library staff rather than to the patron. This information can include cost, location (for example, a branch in a multibranch system), number of copies owned, the date of acquisition and the source.

The shelf list is really a master record of what materials the library owns. It is called the shelf list because the order of the cards in the drawer corresponds to the order of the books on the shelves. This arrangement facilitates taking an inventory of the collection.

The shelf list is filed separately from the other cards in the card set. Generally the shelf list cards are kept in a card file in a staff work area.

Example 6 : Shelf list

658.4092	Taylor, Harold L.	
Tay	Making time work for you : a guidebook to effective & productive time management / Harold L. Taylor. -- Don Mills, Ont. : General Publishing, 1981.	
	160 p. : ill.	
	ISBN 0773600914	
	1. Time management. 2. Executives-- Time management. I. Title.	
c.1	main branch	\$21.95
	○	92/10/01 LSC



Cross references

No one can predict exactly what heading the patron will use to locate materials in the library's catalogue. Cross-references can be used to help the catalogue user move between standardized headings and author's names, and other possible headings. These entries are called “see” and “see also” references.

“See” references guide the user from terms not used in the catalogue to the correct terms. An example of this type of entry is a card created to help locate works by Mark Twain whose real name was Samuel Clemens. The entry would be: *Clemens, Samuel see Twain, Mark*. The user is instructed about where to look for books by Mark Twain.

“See also” references refer the user from a term used in the catalogue to other related terms which may provide additional information. An example of this type of entry is: *Tools see also Agricultural machinery*.

Both of these types of entries are only created when a problem is anticipated.

Card set

All the cards prepared to provide different access points to a given item make up the card set for that item. The total number of cards in the set will be equal to the number of tracings listed on the main entry card plus two (the main entry card itself and the shelf list card). A quick way to verify if a given set is complete is to count the tracings and add two.

The cards in the card set are characterized by type. A card set typically consists of the following types of entry:

- one main entry
- one or more added entries
- one or more subject entries
- one shelf list card

An example of a card set created for a card catalogue follows.



Example 7 : Card set

Main entry card

971 Graham, George Alexander, 1920-
 Gra The story of Canada / George Alexander
 Graham. -- 2nd ed. -- Toronto : Macmillan, 1978.
 x, 212 p. : ill., maps ; 24 cm. --
 (History of Canada ; 1)

Bibliography: p. 190-197.
 ISBN 0-7715-8641-1

1. Canada--History. 2. Canada--
 Politics and government. I. Title.
 II. Series.

○

Shelf list card

971 Graham, George Alexander, 1920-
 Gra The story of Canada / George Alexander
 Graham. -- 2nd ed. -- Toronto : Macmillan, 1978.
 x, 212 p. : ill., maps ; 24 cm. --
 (History of Canada ; 1)

Bibliography: p. 190-197.
 ISBN 0-7715-8641-1

1. Canada--History. 2. Canada--
 Politics and government. I. Title.
 II. Series.

○

\$15.95

c.1 - village br. 92/10/01 LSC

Title added entry

The story of Canada

971 Graham, George Alexander, 1920-
 Gra The story of Canada / George Alexander
 Graham. -- 2nd ed. -- Toronto : Macmillan, 1978.
 x, 212 p. : ill., maps ; 24 cm. --
 (History of Canada ; 1)

Bibliography: p. 190-197.
 ISBN 0-7715-8641-1

1. Canada--History. 2. Canada--
 Politics and government. I. Title.
 II. Series.

○

(card set continued...)



History of Canada ; 1
971 Graham, George Alexander, 1920-
Gra The story of Canada / George Alexander
Graham. -- 2nd ed. -- Toronto : Macmillan,
1978.
x, 212 p. : ill., maps ; 24 cm. --
(History of Canada ; 1)
Bibliography: p. 190-197.
ISBN 0-7715-8641-1
1. Canada--History. 2. Canada--
Politics and government. I. Title.
II. Series. ○

Series added entry

CANADA--HISTORY
971 Graham, George Alexander, 1920-
Gra The story of Canada / George Alexander
Graham. -- 2nd ed. -- Toronto : Macmillan,
1978.
x, 212 p. : ill., maps ; 24 cm. --
(History of Canada ; 1)
Bibliography: p. 190-197.
ISBN 0-7715-8641-1
1. Canada--History. 2. Canada--
Politics and government. I. Title.
II. Series. ○

Subject heading

CANADA--POLITICS AND GOVERNMENT
971 Graham, George Alexander, 1920-
Gra The story of Canada / George Alexander
Graham. -- 2nd ed. -- Toronto : Macmillan,
1978.
x, 212 p. : ill., maps ; 24 cm. --
(History of Canada ; 1)
Bibliography: p. 190-197.
ISBN 0-7715-8641-1
1. Canada--History. 2. Canada--
Politics and government. I. Title.
II. Series. ○

Subject heading



SOURCES OF CATALOGUING

Library technical services operations (acquisitions, cataloguing and the physical processing of materials) are changing dramatically as more efficient ways of managing collections are developed. Traditional approaches in which the bulk of technical service work was done in individual libraries may no longer be the most cost-effective given the increases in overall cost, the volume of published materials and staff workloads.

There are a number of options for cataloguing such as:

- ❑ **purchasing cataloguing** and varying degrees of physical processing from commercial vendors such as book wholesalers or jobbers
- ❑ **copy cataloguing** using CIP (cataloguing-in-publication); a union catalogue such as the Northern Ontario Catalogue; or a CD-ROM product such as Precision One
- ❑ entering into **cooperative technical service** arrangements with other libraries
- ❑ **original cataloguing**

Purchasing cataloguing

There are many advantages to purchasing cataloguing from commercial vendors. Vendors produce cataloguing of consistent quality.

Cataloguing is a complex operation requiring extensive training, yet it is not usually feasible to hire a qualified cataloguer for a small library. Some bibliographic utilities will hold a library's bibliographic records in machine-readable form. Should the operations of the library become automated, the bibliographic records for the library can be purchased and transferred to the local computer.

For most libraries using the cataloguing and processing services of commercial vendors is cost-effective. In addition, for most libraries, the quality of information access is improved and a uniformity with cataloguing practices followed in other libraries is achieved.



Copy cataloguing

Copy cataloguing is copying bibliographic information or records from other sources. The main sources of information for copy cataloguing are:

- ❑ cataloguing-in-publication (CIP)
- ❑ union catalogues such as the Northern Ontario Catalogue or the catalogue of the Ontario Library Consortium (OLC)
- ❑ printed catalogues such as the *Childrens' Catalog* (15th edition, .W. Wilson, 1986)
- ❑ bibliographic utilities which have large databases of existing records, some of which are in CD-ROM format such as Precision One (a product of the Brodart company)

Cataloguing-in-publication

Most current books carry a partial bibliographic description on the back, or verso, of the title page. This description is called **cataloguing-in-publication** (CIP) and includes much of the basic information needed to prepare a catalogue record. A CIP entry typically provides the following:

- ❑ author
- ❑ title
- ❑ series title if the item is part of a series of publications
- ❑ various important pieces of information about the item, called “notes”, such as whether the item has an index
- ❑ subject heading
- ❑ classification number

This information is set up in the form of a catalogue record so that the main entry, whether author or title, is apparent. Subject and added entries which would be appropriate access points are indicated in the CIP entry.



Example 8 : CIP

Library of Congress cataloguing-in-publication data

The library manager's guide to automation / Richard W. Boss. -- 3rd edition
p. cm. - (Professional librarian series)

Includes bibliographical references

ISBN - 0-8161-1942-2 ISBN - 8161-1943-0 (pbk.)

1. Libraries - Automation. I. Title. II. Series.

Z678.9.B66 1990

025'.00285 - dc20

90-4375

CIP

This information represents preliminary cataloguing. It can save a cataloguer considerable time since it can be used as the basis for creating a catalogue record. The information can also be adapted to suit local requirements. For example, only those subject and added entries which are appropriate to the needs of the library's users may be used in the final bibliographic record.

Original cataloguing

Cataloguing is a complicated, time-consuming process, and it is easy to catalogue incorrectly. If cataloguing is to be done in an individual library, the following costs must be carefully considered:

- cost of acquiring the expensive publications needed to support cataloguing activities
- cost of training staff in standard cataloguing practice
- cost of staff time spent on cataloguing activities
- cost of materials (e.g. catalogue cards, spine labels, book covers)



Publications required for original cataloguing

In order to do original cataloguing which will conform to standard library practice, the following publications should be used:

- For cataloguing rules: *Anglo-American cataloguing rules, second edition 1988 revision*

A simplified version of the *Anglo-American cataloguing rules* has been published by the American Library Association, the Canadian Library Association and the (British) Library Association. *The concise AACR2 1988 revision*, by Michael Gorman, is \$25.00 and can be ordered from the Canadian Library Association.

A straightforward explanation of cataloguing fundamentals, suitable for use in small libraries, is contained in *Akers' simple library cataloguing*. The seventh edition, revised by Arthur Curley and Jana Varlejs, was published in 1984 by Scarecrow Press. The handbook could be used instead of the more complex *Anglo-American cataloguing rules*.

- For classification information: *Dewey decimal classification*

At approximately US\$225.00 for the complete set, the full version of the *Dewey decimal classification* may not be a cost-effective purchase in a small library doing little original cataloguing. There is, however, an abridged or condensed version which is perfectly adequate for use with small collections and, at US\$35.00, is much less expensive than the full set.

- For subject headings: *Library of Congress subject headings*

Purchasing a copy of *Library of Congress subject headings* (LCSH) is not recommended for occasional in-house cataloguing.



CREATING THE CATALOGUE

Once the individual catalogue entries have been created, they are placed in a catalogue. Public catalogues are placed in the public area of the library and are used by the patrons to locate materials. Depending on the catalogue format used in the library, a number of decisions must be made regarding arrangement for individual entries, placement of entries, and aids for the catalogue user. Regardless of the format, the library catalogue must be properly maintained and kept up to date.

Number of catalogues

When an on-line catalogue is used, there may be more than one terminal or computer in the library for use by the staff and public. However, each terminal can be set to have the same information. Remember that the catalogue entry was input only once, but all access points are available to the catalogue user.

When a card format is used for the catalogue, individual cards must be created based on the number of access points indicated on the shelf list card. It is possible but would be very time-consuming to create duplicate cards for catalogues in various locations within the library. For this reason, there is one central catalogue in many libraries.

In some cases, a central catalogue is not practical especially if different collections are housed in different areas of the library. There may be separate catalogues for adult and children's materials. If the library is small, this may not be a desirable arrangement. The patron may want to find everything in the library on a particular subject or by a given author and may not be aware of the two catalogues.



Dictionary or divided card catalogues

When a card catalogue is used, there are options to select concerning the arrangement of individual catalogue entries.

All cards or bibliographic records, including the subject, author, title and series entries found in the public catalogue can be interfiled into one sequence. This is called a **dictionary catalogue**. This arrangement is easy to use as long as the catalogue is relatively small.

In an alternative arrangement, a **divided catalogue** could be created in which different types of entries are separated according to type and filed in separate sections or sequences. A catalogue might be divided so that all the subject cards are filed in one section and the rest of the entries, the author and title cards, are interfiled in another section. The catalogue may also be divided into three sections with subject cards in one sequence, title cards in another and author cards in a third.

A divided catalogue is simpler in terms of filing but potentially confusing for the user. It is usually found in larger libraries.

The decision regarding the arrangement of the public catalogue obviously influences how the catalogue cards are filed. For example, if the subject catalogue is separate from the author/title catalogue, the filer would not need to be concerned about whether the card for the book entitled *Birds* goes before or after the subject card for BIRDS.



Filing rules

When the catalogue is in machine-readable format, the entries are arranged automatically according to the prescribed filing arrangement. When the catalogue is in card format, each of the cards created for the catalogue record must be filed in a logical order. Many beginning cataloguers are surprised and dismayed to discover the many filing dilemmas that can occur. The American Library Association has developed a set of filing rules called the *ALA filing rules (1980)* to help solve problems that arise. Adherence to these rules will ensure that accepted filing practices are being followed.

The ALA rules were developed to facilitate filing in an age of automation. They are based on the way in which a computer “reads” data as opposed to the way humans perceive words and understand concepts. Therefore, the rules reflect the “file as is” principle which emphasizes the way strings of characters look as opposed to what they mean.

Basic principles of the *ALA filing rules (1980)*, are described here.

- ❑ the first (top) line on each card is the filing element
- ❑ various types of entries (main, added, subject) are interfiled in alphabetical order; initial articles are ignored
- ❑ filing is word by word and letter by letter within each word
- ❑ a space files before any character (the “nothing before something” principle)
- ❑ punctuation marks are treated as if they were spaces and, therefore, file before any characters

Example from a **dictionary** catalogue:

1. F-waves
2. Fifth amendment
3. Frost and snow damage
4. FROST, BARBARA, 1937-
5. Frost in May
6. FROST PROTECTION
7. Frost, Robert, 1874-1963



- ❑ abbreviations are arranged exactly as they appear on the card; they are not treated as if they were spelled out in full

Example from a **dictionary** catalogue:

1. Doctor, doctor
2. The doors
3. Dr. Walters
4. DRAMA

- ❑ non-alphabetic signs and symbols (e.g. #, \$) are ignored
- ❑ numbers precede characters and are filed from lowest value to highest

Example:

1. 5
2. 6
3. 67
4. 101
5. Aardvark
6. Aaron, Michelle

A copy of the *ALA filing rules* can be ordered from:

American Library Association
50 East Huron Street,
Chicago, Illinois 60611
U.S.A.



Guide cards

In a card catalogue, guide cards or dividers in catalogue drawers make the catalogue easier to use. A variety of cards are available from library equipment suppliers. Pre-printed alphabetical dividers are satisfactory for small catalogues. Cards with tabs and extra high cards can be used to make dividers specifically for the library's catalogue. Pre-printed Dewey Decimal guide cards are useful in shelf list catalogues.

Although it is useful to make subject cards for "Canada", "Canadian" and "Ontario", other subject guide cards should be used with caution. Although this type of guide card is helpful, be sure that the card is removed if the last book on this subject is withdrawn.

In some libraries colour-coded catalogue cards are used to identify certain entries such as government documents, pamphlet reference cards and other separate collections. This method has the advantage of making these entries easily recognizable. The disadvantage is that it is difficult to be consistent in using colour coding over many years as suppliers change. New staff may not remember or may disregard the coding.

Cards should be arranged in drawers from top to bottom. The cards in each drawer should be divided in a logical place in the alphabet. Type clear labels for the drawers. The label can include a drawer number for ease of returning drawers to the cabinet in the correct order.

MAINTAINING THE CATALOGUE

Withdrawing

The card catalogue requires continuous editing and updating. New cards must be filed. Cards for discarded items must be pulled. Errors and inconsistencies must be corrected.

As collections grow, the effort required to keep the catalogue up-to-date increases dramatically. Outdated cards and filing backlogs are among the major maintenance problems.



To avoid future problems, when an item is lost or discarded, it is very important that all cards that represent that item in the catalogue be removed. Use the tracings on the shelf list card to ensure that all entries for the item are pulled. Remember that a complete card set equals all tracings listed on the shelf list card plus two more cards.

As the entries for a discarded or missing item are withdrawn, it is advisable to cross them off the shelf list card. When all cards in the set have been accounted for, stamp them “withdrawn” or “discarded” or pencil a line through each card so there will be no confusion about their status. These cards can be discarded but remember to keep track of the number of titles and volumes being withdrawn for statistical and inventory purposes. More information on statistics is available in the *Sourcebook* section entitled *Selection, acquisitions and weeding*.

Catalogue maintenance in an automated system

The most obvious change that comes with the implementation of an on-line catalogue is that there are no more cards to file. Bibliographic records are received either on tape or input individually into the on-line catalogue. This means that an on-line catalogue is more current and more accurate than a card catalogue.

It is much easier to modify or delete records from an on-line catalogue because only one physical record is involved as compared to a full card set of five or six cards in the card catalogue. However, cataloguing or typographical errors and inconsistencies which were insignificant or ignored in the card catalogue can be problems in the on-line catalogue. For example, although we know that the two headings shown here are for the same author, they would not necessarily fall together in an on-line catalogue.

Atwood, M.

Atwood, Margaret

The solution is to review all of the headings which do not match an existing or verified heading. It is helpful to maintain an **authority file** of correct headings to ensure consistency of the headings.

If the on-line catalogue is linked or integrated with other files, including circulation or acquisitions which require some reconciliation with the catalogue record, time saved by not having to file cards can be redirected to public service.



PROCESSING

Cataloguing refers to the activities connected with the bibliographic description of library materials and the assigning of access points. Processing is the physical preparation of an item for library use. If the items was purchased through a jobber, it may arrive almost fully processed and it may only be necessary, for example, to stamp the item with the library ownership stamp.

In-house processing is chosen in some libraries for the following reasons:

- ❑ they purchase books from sources that do not provide this service
- ❑ they believe that it is cost-effective because staff or volunteers are available

Generally, it is more cost-effective and efficient to purchase processed books. The disadvantages of processing internally are:

- ❑ delay in making new materials available to the public
- ❑ a wide range and variety of supplies must be purchased and stocked (e.g. plastic covers in a wide variety of sizes)
- ❑ staff must be trained to perform a very detailed process requiring a high degree of accuracy so that the book is still attractive. Ill-fitting covers and poorly typed spine labels detract from the appearance of a collection. Inaccuracies on the spine label lead to misshelved books.
- ❑ storage, workspace and equipment must be available
- ❑ valuable staff time is wasted on repetitive tasks especially when staff time might be better allocated to public services



A fully processed book has:

- spine labels - typed, attached to spine of dust jacket at the bottom
- library ownership stamp
- genre stickers (Canadian flags, mystery, science fiction, etc.)
- covers - correct size applied over dust jacket of the book
- book cards - typed
- book pocket - typed
- date due slip
- set of catalogue cards or a bibliographic record in a database

Book cards and pockets

When a book card and book pocket are required, type the book card and book pocket ensuring that information on both matches. The call number on both the book card and pocket should match the one on the spine label and on the catalogue entry.

Place the book pocket and card on the inside cover of the book. Try to avoid covering any important information, diagrams or maps.

Attach a date due slip or use a date due card which is placed in the book pocket.

Stamp the item with the library ownership stamp. On a book, place the stamp on the top, side and/or inside.



Processing in an automated environment

There are computer software programs available to produce catalogue cards, spine labels and book labels. Librarian's Helper and Winnebago are two such systems.

There may also be variations the steps required to process a book if an automated system is in place in the library. For example, a bar code label may be needed for the automated circulation system, but a book card and book pocket might not be necessary for that system. For more information, refer to the *Sourcebook* entitled *Circulation* and for more detail about the options available in automation, contact your Ontario Library Service office.

INVENTORY

The essential purpose of an inventory is to ensure that the shelf list and catalogue accurately reflect the contents of the collection. The usual procedure is to compare the shelf list cards against the materials on the shelves, noting any discrepancies. Cards for items not on the shelves are then checked against the records for items in circulation. Cards for items still not accounted for are then checked against records or actual items in all other possible locations (e.g. display areas, new book shelves, repair shelf, book trucks or "problems" shelf). After a thorough check has been made, essential titles which are confirmed as missing are replaced and the catalogue cards for missing items which will not be re-ordered are withdrawn.

An inventory has additional benefits. It increases overall knowledge of the collection, locates misshelved items and reveals discrepancies in cataloguing or processing. A inventory should be scheduled in every library, either once a year or one part of the collection every year.

Library staff are often startled to discover the number of items that simply disappear. Studies show that after the first inventory in a small library, approximately one fourth of the items in the shelf list will need to be withdrawn. While this appears to be an alarming statistic, it is a typical result of a first inventory.

After the inventory has been completed, the catalogue will be an accurate reflection of holdings, and users and staff will be happier with an up-to-date catalogue. Time will not be wasted looking for items which have long since disappeared from the collection.