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ABSTRACT

This manual serves as a guide to the organization of library collections for Ball State University students in the graduate school of library science. The manual presents, in a concise manner, methods and card forms used in establishing bibliographic controls over a library collection. It is intended that the manual will be used in conjunction with other writings on cataloging, including the basic reference tools. Explanations are accompanied by graphic examples, but no particular system of classification or method of subject cataloging are presented. The handling of non-print media is also discussed. (SG)

ED0 47741

A  
Guide  
to the  
Organization  
of  
Library Collections

Revised 1969

*Rosamond B. Wetmore*  
Ball State University  
Muncie, Indiana  
1969

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**For the use of students of library science**

**at**

**BALL STATE UNIVERSITY**

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**Rosamond B. Wetmore**

**REVISED 1969**

**BALL STATE UNIVERSITY  
MUNCIE, INDIANA  
1969**

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## INTRODUCTION

This manual for Ball State University students studying the organization of library collections represents an evolutionary process starting from a work produced by the Library Staff in 1945. A major revision was made in 1958, which this author revised and rewrote in 1966. The publication of the Anglo-American Rules necessitated a revision the following year. Meanwhile, the scope of the Library Science program at Ball State has enlarged from its initial purpose of preparing school librarians to its present full scale graduate program in the areas of school, public and academic librarianship.

The purpose of this manual is to present concisely methods and card forms used in establishing bibliographic controls over a library collection. Generous use is made of examples to aid the student in understanding and putting into practice principles of the organization of library materials. It is expected that this manual be used in conjunction with a wide selection of writings on cataloging including the basic authorities. Although the sample cards used as illustrations of cataloging practice make use of classification numbers from the ninth abridged edition of the Dewey Decimal Classification, the manual makes no effort to present any particular system of classification. Similarly, no effort is made to set forth the principles of subject cataloging. Sample cards, however, use subjects from the ninth edition of Sears List of Subject Headings.

In recognition of the growing importance of a variety of educational media and the increasing inclusion of such items among library resources, suggestions for processing them have been included.

Rosamond B. Wetmore  
Asst. Professor of Library Science

### THE CATALOG CARD

The card catalog, as we know it, represents the product of evolution from the earliest printed book catalogs through the experimental use of paper slips and various sized cards to the standardized form we know today.

Since the card catalog is made up of an orderly arrangement of catalog cards, our purpose will be to equip the user of this manual with the techniques for preparing the various kinds of catalog entries appearing in the catalog.

The standard size of cards used for building the catalog is 7.5 x 12.5 cm., or approximately 3 x 5 inches. To contribute to ease of interpretation, standard items of information are expressed in a specified way and placed on the card in a definite pattern. If the cards are typed, a definite set of rules is necessary to achieve a consistent form. Although there is likely to be variation in the practices of different libraries, there should be adherence to a single form in a given library. It follows then that the card style offered in this manual may differ from practice in some libraries, but it is believed that accepting the suggestions offered here will result in a neat, readily understood form. Economy of effort and ease of production have been guideposts in determining the style.

The entry, personal or otherwise, is placed at first indentation. The title begins on the next line at second indentation. The remainder of the body of the card follows the title with each new line returning to the first indentation thus producing a paragraph-like appearance.

The collation begins on the next line following the body of the card, at second indentation. If there is a series note, it follows three typewriter spaces after the collation. Other notes begin at second indentation, double-spaced below the collation.

SAMPLE SET OF CATALOG CARDS

025.3 Akers, Susan Grey, 1889-  
 Simple library cataloging. 4th ed. Chicago,  
 American Library Association, 1954.  
 250p. illus. 25cm.

Includes bibliographies.  
 "Definitions of technical terms": p.233-239.

Main entry card

025.3 Simple library cataloging.  
 Akers, Susan Grey, 1889-  
 Simple library cataloging. 4th ed. Chicago,  
 American Library Association, 1954.  
 250p. illus. 25cm.

Includes bibliographies.  
 "Definitions of technical terms": p.233-239.

Title added entry card

025.3 CATALOGING  
 Akers, Susan Grey, 1889-  
 Simple library cataloging. 4th ed. Chicago,  
 American Library Association, 1954.  
 250p. illus. 25cm.

Includes bibliographies.  
 "Definitions of technical terms": p.233-239.

Subject added entry card

CATALOGING  
Title.

Tracing on  
back of main  
entry

025.3 Akers, Susan Grey, 1889-  
Simple library cataloging. 4th ed. Chicago,  
American Library Association, 1944.  
250p. illus. 25cm.

Includes bibliographies.  
"Definitions of technical terms": p.233-239.

Front of shelf-  
list card

6/12/58 McClurg 1.30

Back of shelf-  
list card shows  
date purchased,  
dealer and  
price

## INDENTIONS

Start the catalog card on the fourth line from the top.

1 2 3	12345678	First indention is 8 spaces from the left edge of card. Second indention is 11 spaces. Third indention is 13 spaces.
R Class	Author's surname, Forename, Birth date and death date. Title as on title page; explanatory subtitle. Edition. Place, Publisher, Date. Collation. (Series note _____)	
	Note _____	
	Other notes. _____	
	Contents note.- _____	
R 750.3	A Dictionary of modern painting. Published under the direction of Fernand Hazan. General editors: Carlton Lake and Robert Maillard. New York, Tudor Pub. Co. [1956?], 328p. illus. 22cm.	

Spacing for  
indentions  
and entry  
placement

Indentions on  
a sample card

Hanging  
indention

## SPACING

### General rules\*

#### 3 typewriter spaces used:

before the imprint

between collation and the series note

#### 2 typewriter spaces used:

after periods closing statements

after colons

after exclamation points closing statements

after question marks closing interrogations

between paging and illustration statements in the collation

between components of a corporate entry

between components of an anonymous classic entry

#### 1 typewriter space used:

after commas

after semi-colons

after dashes (not hyphens)

after abbreviations

before and after parentheses

before and after brackets

Leave one line between the collation, or series note, if any, and the first note. Additional notes follow immediately below.

## PUNCTUATION AND CAPITALIZATION

In general, standard rules of English punctuation and capitalization are followed. Exception is made in the title transcription where only the first word, proper nouns and proper adjectives are capitalized. In transcribing works in other languages the practice of the language being copied is observed.

## ABBREVIATIONS

For convenience and brevity, it is frequently advisable to use abbreviations on catalog cards. A list of acceptable abbreviations is found on page i, at the back of this volume.

## ROMAN NUMERALS

Because they are more easily read, Arabic figures are used in preference to Roman numerals, except in title transcriptions, and occasionally in the collation.

### PARTS OF A CATALOG CARD

The information given on a catalog card interprets the material it represents to the user. The call number in the upper left corner of the card enables the user to locate the material of his choice. The officially acceptable entry for the work appears on the top line of the main entry card. Below this appears the title of the work as it is given on the work itself. Next there may be relevant explanatory material from the title page. This, in turn will be followed by the edition statement, if one is required. The last item incorporated in the body of the card is the imprint, composed of the place of publication, the publisher and the date of publication.

Below this the user finds the description of the material in terms of its length, type of illustrations, and size. This description is called the collation.

In addition to these required elements, notes may appropriately be added to describe the work more fully, or list special features included in the work.

### MAIN ENTRIES

An entry on a catalog card is the word or phrase at the head of the card under which the card is filed. There may be author entries, title entries, subject entries, series entries, illustrator entries, editor entries, and so on. The main entry for any item is the name indicating primary responsibility for the content of the work. All other entries for a given item are known as added entries.

The selection of the main entry for any library material is the first and most important part of the work of the cataloger. The basis for the cataloging of any book is its title page. Most frequently the main entry will appear on the title page and be the name of a person. Because of the volume of materials being processed and the difficulty of locating information about the authors, it has become increasingly more common to accept as the entry form the author's name as it appears on the title page. The cataloger will, however, attempt to determine the acceptable form of the author's name, if it has already been established. On the occasions when authorship cannot be ascribed to a single individual, it is the responsibility of the cataloger to determine the form of the main entry, using the rules set forth in the Anglo-American Cataloging Rules.

If the work is the publication of a group of individuals acting as a unit, the entry becomes the name of the group, and is known as a corporate entry.

### MAIN ENTRIES

In some instances, such as the Bible and other anonymous classics, the authorship of the material has been obscured by time and circumstances. For these a standardized form of the title has been generally accepted as the entry.

There may be so many contributors that responsibility cannot be assigned to any individual, then the title itself may become the official entry if no editor is named on the title page, or if the name of the publisher does not appear in the title. The main entry card is then prepared using hanging indentation form.

### AUTHOR ENTRIES

The entry for a person usually consists of his full name followed by his birth and death dates, if available. If the author's full name is not given on the title page of the book, the cataloger must establish the official form by searching in bibliographical or biographical sources. To maintain consistency in the card catalog, all entries should be checked against those already filed to assure accuracy and the same degree of fullness.

## MAIN ENTRIES - PERSONAL NAMES

The author's name, surname first, is placed at the head of the main entry card, beginning at first indention. If the entry extends beyond the first line, it continues on the next line beginning at third indention. Follow the surname and the forenames with commas before adding the author's birth and death dates. Close a completed author entry with a period. For authoritative treatment of rules for determining the form of a person's name see Anglo-American Rules, p. 73-105.

Lewis, Sinclair, 1885-1951.

Completed  
author entry  
with birth and  
death date

For living authors the birth date is followed by a hyphen.

Schlein, Miriam, 1926-

Author with  
birth date  
only

Use the designation-"d." if only the death date is available and close the heading with a period.

Chaucer, Geoffrey, d. 1400.

Author with  
death date  
only

Close the author's name with a period if no dates are to be included.

Benet, Laura.

Personal author  
with no dates  
available

If the author's name extends beyond one line start the second line at third indention.

Dunsany, Edward John Moreton Drax  
Plunkett, 18th baron, 1878-1957.

Long name  
continuing  
to second line  
at third  
indention

For approximate date use (ca.) for circa.

Helena, Saint, 246(ca.)-326?

Approximate  
date

Use a question mark if date is uncertain.

Defoe, Daniel, 1661?-1731.

Uncertain  
birth date

If only an initial is given for a forename, leave eight spaces after the initial, omit the period and comma preceding birth date.

Travers, Pamela L            1906-

Name with  
initial  
representing  
second  
forename

If only initials are available leave eight spaces between them.

Liverhant, S            E

Name with  
initials only

If the initial stands alone and does not represent a name, follow it with a period and comma before the date.

Truman, Harry S., Pres. U.S., 1884-

Name with initial when no second name exists

## MARRIED WOMEN

Generally the entry for a married woman is under her latest name, that is, her husband's surname, her own forename, or names, and her maiden name. In the past the maiden name was inclosed in parentheses. Many of these entries will be found in library catalogs. The designation Mrs. is not used. Cross references should be made from any other forms of name by which the author is known. Women authors, who after marriage write under their maiden names, may continue to be entered under their maiden names.

Wilder, Laura (Ingalls) 1867-1957.

Married woman's name with birth and death date (old form)

Wilder, Laura Ingalls, 1867-1957.

Married woman's name with birth and death date (current practice)

Thane, Elswyth, 1900-

Married woman entered under maiden name

Beebe, Elswyth Thane

see

Thane, Elswyth, 1900-

Reference from married name to accepted entry

## NOBILITY

A member of the nobility is usually entered under his title unless he is better known by his family name.

Lafayette, Marie Joseph Paul Yves Roch Gilbert  
du Motier, marquis de, 1757-1834.

Member of nobility  
entered under his  
title

Armstrong-Jones, Antony, 1930-

Member of nobility  
entered under  
family name

Snowden, Antony Charles Robert Armstrong-  
Jones, 1st earl of,

see

Armstrong-Jones, Antony, 1930-

Cross reference  
from his title

Barrie, Sir James Matthew, bart., 1860-1937.

Baronet

Beaconsfield, Benjamin Disraeli, 1st earl of,  
1804-1881.

Earl entered under  
title

Disraeli, Benjamin

see

Beaconsfield, Benjamin Disraeli, 1st earl of,  
1804-1881.

Cross reference  
from family name

#### COMPOUND NAMES

Family names made up of more than one element are known as compound names. Compound surnames are ordinarily entered under the first part of the name. Cross references are made as necessary from the other parts of the name to the accepted form.

Compton-Burnett, Ivy, 1892-

Hyphenated  
compound name

Burnett, Ivy Compton-

see

Compton-Burnett, Ivy, 1892-

Cross reference  
from last part  
of compound name

Sarasate y Navascues, Pablo Martin  
Meliton de, 1844-1908.

Compound name  
of Spanish origin

Navascues, Pablo Martin Meliton de Sarasate y

see

Sarasate y Navascues, Pablo Martin Meliton de,  
1844-1908.

Cross reference  
from last part  
of compound name

Lloyd George, David Lloyd George, 1st earl,  
1863-1945.

Compound title  
without hyphen

George, David Lloyd

see

Lloyd George, David Lloyd George, 1st earl,  
1863-1945.

Cross  
reference

#### NAMES WITH PREFIXES

In many parts of the world the surname may be preceded by a prefix. In general, in non-English speaking countries entry is under the surname itself. In English speaking countries the prefix is considered an integral part of the surname. Thus, Anglicized surnames beginning with d', de, von, or van are entered under the prefix, with cross references being made from other parts of the name to the form accepted as the entry.

De La Mare, Walter John, 1873-1956.

Anglicized  
surname with  
prefix

Mare, Walter John de la

see

De La Mare, Walter John, 1873-1956.

Cross reference  
establishing  
accepted form of  
Anglicized surname  
with prefix

Von Braun, Wernher, 1912-

Anglicized surname  
with prefix

Braun, Wernher von

see

Von Braun, Wernher, 1912-

Cross reference  
to Anglicized  
form

Enter non-Anglicized surnames which contain the prefix d', de or von under the body of the name, and place the prefix after the forenames. Separate the prefix from date of birth by a comma. Make cross references from other forms of the name to the form used as the official entry.

Cervantes Saavedra, Miguel de, 1547-1616.

Non-Anglicized  
compound name,  
prefix de

De Cervantes Saavedra, Miguel

see

Cervantes Saavedra, Miguel de, 1547-1616.

Cross reference

Saavedra, Miguel de Cervantes

see

Cervantes Saavedra, Miguel de, 1547-1616.

Cross reference

Aulaire, Ingri Mortenson d', 1904-

Non-Anglicized  
name with  
prefix d'

D'Aulaire, Ingri Mortenson

see

Aulaire, Ingri Mortenson d', 1904-

Cross reference

Beethoven, Ludwig van, 1770-1827.

Non-Anglicized  
name with  
prefix van

Van Beethoven, Ludwig

see

Beethoven, Ludwig van, 1770-1827.

Cross reference

## ORIENTAL NAMES

Although the surnames of Oriental authors precede the forenames in print and in speech, separate them in the entry position by a comma. Make a cross reference from the name appearing last to the official form of entry. If the author has become a citizen of an English-speaking country his name then appears in the usual order with the surname preceding the given names and separated by a comma.

Lin, Yutang, 1895-

Chinese name, with  
surname preceding  
given name

Yutang, Lin

see

Lin, Yutang, 1895-

Cross reference

## PSEUDONYMS

Authors sometimes write under assumed names known as pseudonyms. When the real name is known, it is usually used for the entry on the catalog card, even though the pseudonymous name is used on the title page of the book. If the real name cannot be found, use the pseudonym as the entry.

Occasionally an author's identity is not known until a great amount of material has been published under a pseudonym. In such a case, the assumed name may continue to be used as the accepted entry.

Twain, Mark

see

Clemens, Samuel Langhorne, 1835-1910.

Cross reference  
from pseudonym  
to real name

West, Rebecca.

Pseudonym used  
as main entry

Fairfield, Cicely Isabel

see

West, Rebecca.

Cross reference  
from real name  
to pseudonym

Works of two or more individuals writing together under a single pseudonym are entered under the pseudonym.

Coe, Douglas.

Pseudonym of two  
authors working  
together used as  
main entry

Cross references are made from each author to the pseudonym.

Epstein, Beryl Williams, 1910-

For works written in collaboration with  
Samuel Epstein under the name Douglas Coe

see

Coe, Douglas.

Cross reference  
from real name  
to pseudonym  
used by two  
authors

Epstein, Samuel, 1909-

For works written in collaboration with  
Beryl Williams Epstein under the name  
Douglas Coe

see

Coe, Douglas.

Cross reference  
from real name  
to pseudonym  
used by two  
authors

## TITLES OF HONOR

Titles of honor are sometimes used as a part of the author's official entry. Such titles are inserted after the author's given names, and are followed by a comma and the author's dates.

Eisenhower, Dwight David, Pres. U.S., 1890-

President of  
the U.S.

Byron, George Gordon Noel Byron, 6th baron,  
1783-1824.

Baron

Elizabeth II, Queen of Great Britain, 1926-

Queen

### MAIN ENTRIES - COLLECTIONS

Collections of writings by various authors may be assembled and issued as a single work by an editor or compiler. Since this person is chiefly responsible for the finished work, his name is used as the main entry on the catalog card. The editor in this primary relationship to the book should not be confused with the function of editor who criticizes or explains the work of a single author. In the latter case the editor's relationship to the book is of secondary importance, and his name becomes an added entry, while the name of the original author is retained as the main entry.

When the name of the editor is to be used as the main entry, the form of name to be used is established in the same way as if he were the author. Follow the editor's name and dates, if they are known, with a comma before adding the abbreviated designation ed. or comp. as the case may be.

Bennett, Josephine Waters, ed.  
Studies in the English Renaissance drama.

Editor as main  
entry. No dates  
known

Schweikert, Harry Christian, 1877-1937, ed.  
Early English plays.

Editor as main  
entry with dates

If the birth date is known and the compiler or editor is living, follow the birth date with a hyphen, six spaces and the appropriate abbreviation.

Fenner, Phyllis Reid, 1899-            comp.  
  Brother against brother; stories of the War  
  Between the States.

Compiler as main  
entry with birth  
date

## MAIN ENTRIES - CORPORATE ENTRIES

A group of individuals acting together as a unit is known as a corporate body. The publications of such a body are entered under the name of the body. Entries of this type are called corporate entries. In addition to societies, conventions, committees and business corporations, this type of entry also applies to educational and other institutions, and to governmental agencies. The form of the entry is based on the actual name of the organization as determined in its charter, constitution, or legislative authorization. Cross references should be made whenever necessary to aid the catalog user in finding the official entry. For complete treatment of headings for corporate bodies see Anglo-American Cataloging Rules, p. 106-144.

National Council of Teachers of English.  
Perspectives on English.

Name of society  
as main entry

Columbia University.  
Introduction to contemporary civilization in  
the West.

Name of  
institution as  
main entry

New Jersey. State Dept. of Education.  
Music for the classroom teacher.

Name of agency of  
state government  
as main entry

New Jersey. Dept. of Education

see

New Jersey. State Dept. of Education.

Cross reference  
from unofficial  
to official form  
of entry

U.S. Bureau of Labor Statistics.  
Economic forces in the United States.

Name of agency of  
Federal government  
as main entry

Bureau of Labor Statistics

see

U.S. Bureau of Labor Statistics.

Cross reference  
from unofficial  
to official form  
of entry

American Library Association. Editorial Committee.  
Subject and title index to short stories for  
children.

Name of committee  
of an organization  
as main entry

## MAIN ENTRIES - TITLE AS ENTRY

The title of a work is used as its entry when too many individuals are responsible for its content to warrant ascribing authorship to an individual, and when no editor is named on the title page. If the publisher's name appears in the title, enter under title. Encyclopedias and many dictionaries may be examples of this type of publication. Repeated changes of editors and compilers in different editions of works normally entered under editor or compiler make it advisable to enter such publications under title. Occasionally a work is issued with no indication of the author's identity; it must be entered under its title.

Serial publications are also entered under title unless they are issued under the auspices of a corporate body or have a personal author.

The card form used for most title entries is known as hanging indention. The title starts at first indention and continues on subsequent lines at second indention to the close of the body of the card. The collation and remainder of the card receive the usual treatment. No title added entry is made since the work is entered under its title.

An explanation of circumstances warranting entry under title may be found in Anglo-American Cataloging Rules, p. 17-18.

R  
031

Compton's pictured encyclopedia and fact-index.  
1964 ed. Chicago, F.E. Compton [1964]  
15v. illus. (part col.), ports, maps (part col.)  
27cm.

Title as  
entry for  
encyclopedia

R  
803

The Reader's companion to world literature.  
Editor: Lilian Herlands Hornstein; co-editor:  
G.D. Percy [and others]; General editor:  
Calvin S. Brown. New York, Dryden Press [1956],  
493p. 22cm.

Title as entry  
for a work for  
which editor  
is not clearly  
responsible

423

Webster's seventh new collegiate dictionary.  
A Merriam-Webster. Based on Webster's third  
new international dictionary. Springfield,  
Mass., G. & C. Merriam Co. [1965]  
22a, 1221p. illus. 26cm.

Title as main  
entry for a  
work having no  
editor mentioned  
on title page

811.08 The Oxford book of American verse; chosen and with  
an introd. by F.O. Matthiessen. New York,  
Oxford University Press, 1950.  
lvi, 1132p. 19cm.

Title as entry  
for a work with  
publisher's name  
in the title

## OTHER MAIN ENTRIES

A book made up of a collection of articles from a single periodical is entered under the name of the periodical, if the individual parts are by various writers, or have been produced by the periodical's editors working collectively.

641.5 Better homes and gardens.  
Barbecue book. New York, Meredith Press [1965],  
157p. illus. (part col.) 29cm.

Name of  
periodical  
as main entry

SC Seventeen.  
Stories from Seventeen, selected by Bryna  
Ivens. Philadelphia, Lippincott [1955],  
214p. 21cm.

Name of  
periodical  
as main entry

## THE BODY OF THE CARD

After the main entry for a work has been determined, the cataloger proceeds with setting down the body of the card. The title page serves as the basis in supplying the information. The items to be transcribed are the title, explanatory subtitle, and the imprint. Other items may be included depending on the nature of the book. These may include (1) the author's name, if the title page form differs from the form selected for the main entry (2) the names of joint authors (3) the names of editors, compilers, or illustrators and (4) the edition statement. Additional, but irrelevant, information on the title page is omitted. In general, the punctuation of the title page is used unless the cataloger decides different or additional punctuation will increase clarity of meaning. The wording and spelling of the title page are followed exactly. Initial articles are not omitted. If an error occurs on the title page, correction may be made by supplying a missing letter or letters within brackets; or the abbreviation "i.e." followed by the correct form in brackets. If the first word of the title is the possessive form of the author's name, it is usually omitted.

Books written in foreign languages receive the same treatment as works in English, with the title page being transcribed in the language in which it is written and following the form of that language. For example, in German all nouns are capitalized. No translation is made on the card. If the title page is in more than one language, including English, the title is transcribed in the language appearing first, followed by the title in English. The inclusion of the title transcription in other languages will depend on the judgment of the cataloger.

Information not appearing on the title page, but needed to complete the body of the card, may be obtained from elsewhere in the volume. It then is enclosed in brackets.

Reference should be made to Anglo-American Cataloging Rules, p. 191-211, for the full treatment of descriptive catalog practices.

The examples that follow show the transcription of typical title pages as they would appear in the body of the card.

920.073 Beers, Henry Augustin, 1847-1926.

Four Americans: Roosevelt, Hawthorne, Emerson,  
Whitman.

Series of  
appositive  
modifiers

833 Hesse, Herman, 1877-1962.  
Schön ist die Jugend.

Title in  
German

843 Verne, Jules, 1828-1905.  
Le tour du monde en quatre-vingts jours.

Title in  
French

863 Alegria, Ciro, 1909-  
El mundo es ancho y ajeno.

Title in  
Spanish

821 Milton, John, 1608-1674.  
Poetical works.

Title transcription  
omitting possessive  
form of author's  
name

978 White, William Allen, 1868-1944.  
The changing West; an economic theory about our  
golden age.

Explanatory  
subtitle set off  
by semicolon

Masefield, John, 1878-1967.  
Bird of dawning; or, The fortune of the sea.

Alternative title  
set off by semi-  
colon, comma after  
or and first word  
capitalized

## BODY OF THE CARD - DESCRIPTIVE COMMENTS

Additional descriptive comments that indicate by whom a book is edited, compiled, translated, or illustrated follow immediately after the title or explanatory subtitle if the author's name does not appear in the body of the card. For complicated expressions, close the title with a period and start a new statement copying the descriptive comments. Some of these descriptive comments may be abbreviated even though they are written out in the book. A variety of terms may be used to show that there are illustrations, as: pictures by, drawings by, lithography by, or drawn by. These are copied in the form in which they appear. Likewise, translators may be indicated by various wordings, such as, rendered by or done into English. Copy such information in the words of the title page, changing it only to make use of standard abbreviated forms, such as illus. for illustrated, ed. for edited, introd. for introduction, and so on.

Kimbrough, Emily, 1899-  
Water, water everywhere; drawings by Mircea  
Vasiliu.

Drawings

385 Hamilton, Russell.  
The first book of trains; pictures by Jeanne  
Bendick.

Pictures

822 Shakespeare, William, 1564-1616.  
Shakespeare's tragedy of Hamlet, Prince of  
Denmark; ed. with notes, an introd. and outline  
questions by L.A. Sherman.

Editor, with  
secondary  
relationship  
to the book

Buckley, Helen Elizabeth.  
The little boy and the birthdays, by Helen E.  
Buckley. Illus. by Paul Galdone.

Descriptive state-  
ment follows the  
author statement  
name when it must  
be in body of the  
card

891.51 Omar, Khayyām.  
Rubaiyat; rendered into English verse by Edward  
Fitzgerald.

Translator

Turgenev, Ivan Sergeevich, 1818-1883.  
Fathers and children; tr. from the Russian by  
Constance Garnett.

Translation

BODY OF THE CARD - ADAPTATIONS

Materials often appear in form different from the original work. These changes may involve abridgment of the text, use of a vocabulary more familiar to the reader, or a complete change in form, such as a dramatization of a work. We speak of these works as adaptations. The choice of main entry for such works depends on the amount of original work done by the person making the adaptation. The title page statement recognizing the relationship between the original work and the work in hand should be transcribed in the body of the card.

Melville, Herman, 1819-1891.  
Moby Dick; adapted for young readers by Felix  
Sutton; illus. by H.B. Vestal.

Simplified  
classic

821 Chaucer, Geoffrey, d. 1400.  
The Canterbury tales; translated into modern  
English by Nevill Coghill.

Classic rendered  
into more familiar  
vocabulary

398.22 Goldston, Robert C  
The Song of Roland, retold by Robert and  
Marguerite Goldston.

Main entry of  
a retold classic

Enter a dramatization based on a poem, legend, novel, or any other literary form under the name of the playwright.

822 Jerome, Helen Bruton, 1883-  
Jane Eyre; a drama of passion in three acts;  
dramatized from Charlotte Bronte's novel.

Dramatization  
of a novel

BODY OF THE CARD - JOINT AUTHORS

When two or more persons are responsible for a work, the one whose name appears first on the title page is known as the main entry and all others are known as joint authors. If there are only two authors their names are set down as they appear on the title page immediately following the title or subtitle. Credit is usually given to all authors if there are three or fewer. If there are more, use only the first one listed and substitute [and others] in brackets for the additional ones listed. Joint editor and joint compilers are transcribed in the same manner as joint authors.

The body of the card follows the wording of the title page in expressing joint authorship.

Names are transcribed exactly as they appear whether the given name is in full or only initials are used.

Should the words by or and be omitted on the title page, they are added and enclosed in brackets to show that they have been added by the cataloger.

913.42 Quennell, Marjorie Courtney

Everyday life in Anglo-Saxon, Viking and Norman times; written and illus. by Marjorie and C.H.B. Quennell.

Joint authors

642

Biddle, Dorothy, 1887-

Table setting for everyone [by] Dorothy Biddle and Dorothea Blom.

Joint authors  
[by] in  
brackets

530

Carleton, Robert Howard, 1909-

Physics for the new age [by] Robert H. Carleton, Harry H. Williams [and] Mahlon H. Buell, in consultation with W.R. Teeters.

Three joint  
authors

500 Brandwein, Paul Franz, 1912-  
 Exploring the sciences [by] Paul F. Brandwein  
 [and others]; Editorial collaborators: Jerome J.  
 Notkin, Paul E. Blackwood [and] Herbert Drapkin.  
 New York, Harcourt, Brace & World [1964].  
 672p. illus. 25cm. (Harcourt, Brace & World  
 science program)  
 Includes bibliographies.

Main entry for  
 work having more  
 than three joint  
 authors

SC Cavanah, Frances, 1899- comp.  
 Treasury of dog stories, collected by Frances  
 Cavanah and Ruth Croner Weir.

Joint  
 compilers

SC Canby, Henry Seidel, 1878-1961, ed.  
 Book of the short story, edited by Henry Seidel  
 Canby and Robeson Bailey.

Joint  
 editors

#### BODY OF THE CARD - PSEUDONYMS

If the author's name on the title page is a pseudonym, and the real name is used as the entry on the catalog card, it is necessary to transcribe the pseudonymous name in the body of the card. A "see" reference is made from the pseudonym to the real name used as the entry.

Masters, Kelley Ray, 1897-  
 Bristle face [by] Zachary Ball. New York,  
 Holiday House [1962].  
 206p. illus. 22cm.

Pseudonym in  
 the body of  
 the card

Ball, Zachary

see

Masters, Kelley Ray, 1897-

See reference  
 from the  
 pseudonym

## BODY OF THE CARD - EDITIONS

When authors change, enlarge, or revise books but retain the original title, the edition is usually indicated on the title page. Each revision or edition is cataloged as a separate book. The position of the statement of the edition on the title page may vary, but the cataloger always puts it immediately preceding the imprint. It is a new statement and forms a unit. The wording may vary. Abbreviations are used such as: New ed.; Completely rev.; Rev. and enl.; 2d ed.; 3d ed.; 5th ed.; etc. If the edition statement is secured from elsewhere than the title page it is enclosed in brackets.

<p>651.5 Weeks, Bertha M. How to file and index. Rev. ed. New York, Ronald Press [1951]</p>	<p>Rev. ed.</p>
---	-----------------

<p>613 Diehl, Harold Sheely, 1891- Healthful living. 2d ed. New York, McGraw- Hill, 1950.</p>	<p>Numbered ed.</p>
---	---------------------

<p>780.973 Howard, John Tasker, 1890- Our American music, three hundred years of it. 3d ed., rev. and reset. New York, T.Y. Crowell [1946]</p>	<p>Numbered ed., rev.</p>
--	-------------------------------

<p>385 Lee, Norman E Travel and transport through the ages. [2d ed. rev.] Cambridge [Eng.] University Press, 1956.</p>	<p>Edition statement from source other than title page</p>
--	--

### BODY OF THE CARD - IMPRINT

The term imprint as used by catalogers includes the place of publication, the name of the publisher and the date of publication. The imprint begins a new statement and is preceded by three spaces. If more than one place of publication appears, record in the imprint the first place mentioned, unless another is indicated by typography as the actual place of issue. The place is followed by the name of the publisher. All important words in the name of a publisher are capitalized, since it is the name of an organization.

If the name of more than one domestic publisher is given on the title page, use only the first one and the corresponding place. If both a foreign and domestic publisher are given, use the American one if it appears first. Otherwise, use both the foreign and the domestic imprints, separated by a semicolon. If the name of a publishing firm and a division of the firm are both given, omit the firm's name if the division is well known. For example, if Whittlesey House of the McGraw-Hill Publishing Co. appears on the title page, use only Whittlesey House.

The name of the publisher is shortened and abbreviated as much as possible without confusing its identification. Omit such phrases as, published by, published for, and the word publisher. Omit the initial article The, the words and sons, and company, incorporated, and limited, including the abbreviations for these. Represent the given names of publishers by initials only.

If the publisher statement on material issued by a corporate body should be identical with the main entry, omit the publisher from the imprint.

Cavanna, Betty, 1909-  
 Angel on skis; illus. by Isabel Dawson.  
 New York, W. Morrow, 1957.

Initials used to  
 represent publisher's  
 given name

652 Lloyd, Alan C  
 Gregg typewriting for colleges [by] Alan C.  
 Lloyd, John L. Rowe [and] Fred E. Winger.  
 Complete course. New York, Gregg Pub. Division,  
 1957.

Use of  
 division name

027.8 Wisconsin Cooperative Educational Planning Program.  
Handbook of suggestions for school library  
activities. [Madison, Wis.] 1955.

Publisher identical  
in form with main  
entry is omitted  
from imprint

942.04 Chrimes, Stanley Bertram, 1907-  
Lancastrians, Yorkists and Henry VII, by  
S.B. Chrimes. London, Macmillan; New York,  
St. Martin's Press, 1964.

Imprint using  
both foreign  
and domestic  
publishers

### BODY OF THE CARD - IMPRINT - DATE

The date used on the card may be the imprint date, the date when the book was published; or, the copyright date, which is the date when the copyright was granted by the Library of Congress. The imprint date, which may be found at the foot of the title-page, is the year of the printing of a book rather than the year when the material was copyrighted. Since books which have identical contents may be printed in different years, the imprint date is not a reliable gauge of the age of the material. The copyright date, if the book has one, is a better source of information. Use the imprint date on the catalog card only in case there is no copyright date, or in case the imprint date and the copyright date are the same. Many books are published without an imprint date.

The copyright date is the date on which the author or the publisher secured legal protection for the work. The copyright date usually appears on the back of the title page, often spoken of as the verso side of the title page. Since the copyright date is a better indication of the age of the material in a book, it is used in preference to the imprint date, unless the two dates are identical.

On the catalog card, use the latest copyright date accompanied by the letter c. Should the copyright date not be given on the title page, precede the date with the letter c with brackets, using the form {1958}

If no date is given, the letters [n.d.], meaning no date, are enclosed in brackets.

Occasionally the date of publication appears elsewhere in the book than on the title page. In that case the date is enclosed in brackets. The letter c is not used because the date does not represent the copyright date.

The imprint date of a set of books is represented by giving the date span from the earliest to the latest issued.

B	Rittenhouse, Mignon.	
Coch	The amazing Nellie Bly.	New York, Dutton,
	1956.	

Imprint and  
copyright date  
the same

371.335 Dale, Edgar, 1900-  
 Audio-visual methods in teaching. Rev. ed.  
 New York, Dryden [1954]

Imprint and  
 copyright dates  
 different

Hughes, Thomas, 1882-1896.  
 Tom Brown's school days; illus. by Percy  
 Tarrant. Philadelphia, Macrae, Smith [n.d.]

No date given

759.4 Dufy, Raoul, 1877-1953.  
 Dufy. [Text by Sam Hunter. New York,  
 H.N. Abrams, 1954]

Imprint not on  
 title-page of  
 the book

973 Adams, James Truslow, 1878-1949, ed.  
 Album of American history. New York, Scribner  
 [1944-49]

Dates of set  
 of two or more  
 volumes

## COLLATION

Since the user of any library material may be concerned with the length of the publication, such information is included on the catalog card. In many cases the inclusion of illustrations may be of importance. The height of the book may affect its location in specially adapted shelving. The term collation is used to mean the physical description of a work in terms of length, illustrations, and size. The collation will consist of information concerning number of pages, or volumes, in a work, the illustration statement and the height of the book in centimeters.

The paging is indicated by recording the number on the last numbered page. If the work contains more than one numbered section, the last numbered page of each important section will be recorded as the collation. If the pages are unnumbered, count the pages, beginning with the first page having to do with the text and continuing to the end of the text. If the work contains fewer than 100 pages, record this number enclosed in brackets as the paging of the book. For longer unpagged works record lv.(unpagged) as the collation. For works containing more than one volume, use the number of volumes as the collation. If the work is continuously pagged, the total number of pages, inclosed in parentheses, follows the volume statement.

The illustration statement may use the abbreviation illus. to include all types of illustrations. When certain types of illustrations seem particularly important they may be mentioned in alphabetical order after the term illus., using the following terms: charts, facsimiles, forms, genealogical tables, maps, music, plates, portraits. The qualifying abbreviations col. and part col. may be used to indicate the presence of colored illustrative material. Two typewriter spaces are used to separate the illustration statement from the paging statement, and the size from the illustration statement.

B Marsh	Marshall, Catherine Wood, 1914- To live again. New York, McGraw-Hill Book Co. [1957; 335p. illus. 22cm.
------------	--

One volume  
 pagged  
 continuously

822 Galsworthy, John, 1867-1933.  
Plays; fifth series: A family man; Loyalties;  
Windows. New York, Scribner [1923];  
108, 110, 91p. illus. 19cm.

More than one  
numbered section  
within one  
volume

Leaf, Munro, 1905-  
Wee Gillis; illus. by Robert Lawson. New York,  
Viking Press, 1938.  
[69]p. illus. 26cm.

Unnumbered  
paging

820.9 Ward, Alfred Charles, 1891-  
Illustrated history of English literature.  
London, New York, Longmans, Green [1953-55];  
3v. illus. 23cm.

More than  
one volume

973 Beard, Charles Austin, 1874-1948.  
The rise of American civilization, by Charles A.  
Beard and Mary R. Beard; decorations by Wilfred  
Jones. New ed., rev. and enl. New York, Macmillan,  
1933.  
2v. in 1(903p.) illus. 22cm.

Different number  
of bibliographical  
from physical  
volumes

782 Kobbe, Gustav, 1857-1918.  
Complete opera book; ed. and rev. by the Earl of  
Harewood. New York, Putnam, 1954.  
1262p. illus., music. 22cm.

Illustrations  
and music

978

Riegel, Robert Edgar, 1897-  
America moves west [by] Robert E. Riegel [and]  
Robert G. Athearn. 4th ed. New York, Holt,  
Rinehart and Winston [1964]  
65lp. illus., maps. 24cm.

Illustrations  
and maps

Gipson, Morrell, 1920-  
Hello Peter; pictures by Clement Hurd. Garden  
City, N.Y., Doubleday [1948]  
[31]p. col. illus. 20X22cm. (Junior books)

Colored  
illustrations  
and width of book  
exceeds height

Garrett, Helen, 1895-  
Mr. Flip Flop; illus. by Gary MacKenzie.  
New York, Viking Press, 1948.  
4lp. illus. (part col.) 26cm.

Illustrations  
partly  
colored

## NOTES ON CATALOG CARDS

Additional information describing the item being cataloged, but not appropriately included in the body of the card, may be added in notes. Such notes may show that the work belongs to a series of similar works, that bibliographies on the subject of the book are included, and that related documents or other special features are present. The contents note listing the items contained in a collection of plays or short stories is of great aid in locating a work too slight to be published alone.

A series is composed of a number of works having some relationship to each other and issued by the same publisher usually in similar format. The series usually has a short title, such as Landmark books, Portrait of the nation series, Chronicles of America, or Rivers of America, to mention a few. The word series need not be a part of the series title. A series may have an author, as well as a title, as in the case of serial publications of corporate bodies. The name of the series may appear on the title page, half-title page, or on the cover of the book. Books belonging to a publisher's series such as the Beacon Hill bookshelf or Macmillan pocket classics have in common only their appearance. This is less important than series having a subject relationship.

The series title is recorded on the catalog card following the collation. The cataloger leaves three spaces and copies the series title and volume number, enclosing it in parentheses. If the note extends beyond one line, the succeeding line continues at first indention. The name of the editor of the series is not included as a part of the series note. Capitalization of the series title follows the rules for recording other titles.

355 Walmsley, Harold, 1907-  
Your future in the Army. New York, Richards  
Rosen Press, 1960.  
159p. 20cm. (Careers in depth)

Series note

325 Tyler, Poyntz, ed.  
Immigration and the United States. New York,  
H.W. Wilson Co., 1956.  
201p. 20cm. (The Reference shelf, v.28, no.1)

Series note with  
volume and number

371.911 Mackie, Romaine Prior, 1899-

Education of visually handicapped children, the blind, the partially seeing, by Romaine Mackie, with collaboration of Edith Cohoe and others. Washington, Federal Security Agency, Office of Education [1951];

46p. illus. 23cm. (U.S. Office of Education. Bulletin 1951. No.20)

Series note with series having author and title

U.S. Office of Education.

Bulletin 1951. No.20.

371.911 Mackie, Romaine Prior, 1899-

Education of visually handicapped children, the blind, the partially seeing, by Romaine Mackie, with collaboration of Edith Cohoe and others. Washington, Federal Security Agency, Office of Education [1951];

46p. illus. 23cm. (U.S. Office of Education. Bulletin 1951. No.20)

Series added entry for series having author and title

Harvard Middle Eastern studies, 2.

330.956 Meyer, Albert Julius.

Middle Eastern capitalism, nine essays.

Cambridge, Mass., Harvard University Press, 1959.

161p. map. 22cm. (Harvard Middle Eastern studies, 2)

Series added entry for series entered under title

Includes bibliography.

## NOTES ON CATALOG CARDS - BIBLIOGRAPHIES

Notes on catalog cards begin at second indention, that is, one line below, double spaced, after the close of the collation, or the series note. If it extends to the succeeding line, continue at first indention.

Each successive note begins on the line immediately below the last, starting at second indention. One of the most frequently used notes indicates the presence of bibliographies. The form Includes bibliography is used to indicate that there is one bibliography, or that there may be several bibliographies scattered through the book. It is unnecessary to show the exact paging or the exact title of the bibliography unless the length of the bibliography is impressive or its title denotes coverage too distinctive to ignore.

B  
Puli Noble, Iris.  
Joseph Pulitzer: front page pioneer. New York,  
Messner [1957];  
191p. 22cm.

Includes bibliography.

Note showing  
work contains  
one bibliography

960 Hall-Quest, Olga Wilbourne.  
With Stanley in Africa. New York, Dutton  
[1961];  
157p. illus., map. 21cm.

Includes bibliography.

Note showing  
work contains  
several bibliog-  
raphies

## OTHER NOTES

The cataloger is responsible for deciding what information needs to be recorded on the catalog card. Judgment as to what is important will be guided by the type of material, the size of the library, and the needs of the library's users. Such items as the inclusion of the U.S. Constitution in a history of the United States, or an important glossary of terms in a scientific work might be brought out in a note. Variations in the publisher of the volumes in a set would certainly be indicated in a note.

611 Kiss, Ferenc, 1889-  
 Atlas of human anatomy, by Ferenc Kiss [and] János Szentágothai. 17th ed. New York, Macmillan, 1964.  
 3v. illus. (part col.) 30cm.  
 Added title pages in Latin; legends and tables in Latin and English.

Note indicating a special feature

977.2 Esarey, Logan, 1874-1942.  
 A history of Indiana. Indianapolis, W.K. Stewart, 1915-18.  
 2v. maps 25cm.  
 Vol.2 published by B.F. Bowen.

Volumes issued by different publishers

## NOTES ON CATALOG CARDS - CONTENTS NOTES

When books and other materials contain a variety of parts it is useful to make a note giving the contents. Appropriate materials for using contents notes are volumes of collected biographies, short stories, plays and essays. In a set of books the title page of each volume may indicate that it covers a definite phase of a subject or a span of time. Contents notes are not made for volumes of poetry or works on a single broad subject by one author.

The contents note is always the last note on a catalog card. Listing is done in paragraph form to save space. The word Contents begins at second indention and the succeeding lines begin at first indention.

The source of information recorded in a contents note may be the title page, table of contents, or headings introducing the various components to be recorded. Initials are used to represent the authors' given names. Items are separated by a period, followed by a dash and one space, before recording the next item. If the word by must be supplied to complete the authorship statement in a contents note, it is not necessary to enclose it in brackets.

If the note is too long to be concluded on one card the listing is stopped above the hole, leaving space to type (Continued on next card). The heading of the second card consists of the call number, the author, title, and imprint date, followed by the designation (Card 2). After leaving a blank line below this heading, the cataloger continues typing the material to appear on the card.

To save time, when the contents note is long, the cataloger may prefer to give the complete contents on only the main entry and shelf card and to use a shorter form for the added entry cards. In that case the contents note is replaced with the directive For contents, see main entry.

822      Barrie, Sir James Matthew, bart., 1860-1937.  
           Half hours, by J.M. Barrie.    New York, Scribner,  
           ©1914.  
           207p. 20cm.

          Contents.- Pantaloon.- The twelve-pound look.-  
           Rosalind.- The will.

Contents of a  
 book of plays  
 by one author

B            Freeman, Douglas Southall, 1886-1953.  
 Wash        George Washington, a biography.    New York,  
           C. Scribner, 1948-57.  
           7v. illus., maps. 24cm.

          Includes bibliographies.  
           Vol.7 by J.A. Carroll and M.W. Ashworth.  
           Contents.- v.1-2. Young Washington.- v.3.  
           Planter and patriot.- v.4. Leader of the Revolution.-  
           v.5. Victory with the help of France.- v.6. Patriot  
           and President.- v.7. First in peace.

Contents note  
 showing titles  
 of volumes in  
 a set

SC Haycraft, Howard, 1905- ed.  
 Fourteen great detective stories. Rev. ed.  
 New York, Modern Library [1949]  
 464p. 19cm. (The Modern library of the world's  
 best books)

Contents.- The purloined letter, by E.A. Poe.-  
 The red-headed league, by A.C. Doyle.- The problem  
 of cell 13, by J. Futrelle.- The case of Oscar  
 Brodski, by R.A. Freeman.- The blue cross, by G.K.  
 Chesterton.- The age of miracles, by M.D. Post.-

○ (Continued on next card)

Main entry for  
 work with  
 contents by  
 various authors

SC Haycraft, Howard, 1905- ed.  
 Fourteen great detective stories. [1949]  
 (Card 2)

The little mystery, by E.C. Bentley.- The third-  
 floor flat, by A. Christie.- The yellow slugs, by  
 H.C. Bailey.- The bone of contention, by D.L.  
 Sayers.- The adventure of the African traveler,  
 by E. Queen.- Instead of evidence, by R. Stout.-  
 The house in Goblin Wood, by C. Dickson.- The  
 dancing detective, by C. Woolrich.

○

Main entry  
 extension  
 card

SC Fourteen great detective stories.  
 Haycraft, Howard, 1905- ed.  
 Fourteen great detective stories. Rev. ed.  
 New York, Modern Library [1949]  
 464p. 19cm. (The Modern library of the world's  
 best books)

Contents.- The purloined letter, by E.A. Poe.-  
 The red-headed league, by A.C. Doyle.- The problem  
 of cell 13, by J. Futrell.- The case of Oscar  
 Brodski, by R.A. Freeman.- The blue cross, by C.R.  
 Chesterton.- The age of miracles, by M.D. Post.-

○ (Continued on next card)

Title added  
 entry card

SC Fourteen great detective stories.  
 Haycraft, Howard, 1905- ed.  
 Fourteen great detective stories. [1949]  
 (Card 2)

The little mystery, by E.C. Bentley.- The third-  
 floor flat, by A. Christie.- The yellow slugs, by  
 H.C. Bailey.- The bone of contention, by D.L.  
 Sayers.- The adventure of the African traveler, by  
 E. Queen.- Instead of evidence, by R. Stout.- The  
 house in Goblin Wood, by C. Dickson.- The dancing  
 detective, by C. Woolrich.

○

Title added  
 entry extension  
 card

SC Fourteen great detective stories.  
 Haycraft, Howard, 1905- ed.  
 Fourteen great detective stories. Rev. ed.  
 New York, Modern Library [1949]  
 464p. 19cm. (The Modern library of the world's  
 best books)

For contents, see main entry.

Shortened form  
 for title added  
 entry

SC

## MYSTERY AND DETECTIVE STORIES

Haycraft, Howard, 1905- ed.  
 Fourteen great detective stories. Rev. ed.  
 New York, Modern Library [1949]  
 464p. 19cm. (The Modern library of the world's  
 best books)

Contents.- The purloined letter, by E.A. Poe.-  
 The red-headed league, by A.C. Doyle.- The problem  
 of cell 13, by J. Futrelle.- The case of Oscar  
 Brodski, by R.A. Freeman.- The blue cross, by G.K.  
 Chesterton.- The age of miracles, by M.D. Post.-

Subject added  
 entry card

○ (Continued on next card)

SC

## MYSTERY AND DETECTIVE STORIES

Haycraft, Howard, 1905- ed.  
 Fourteen great detective stories. [1949]  
 (Card 2)

The little mystery, by E.C. Bentley.- The third-  
 floor flat, by A. Christie.- The yellow slugs, by  
 H.C. Bailey.- The bone of contention, by D.L.  
 Sayers.- The adventure of the African traveler, by  
 E. Queen.- Instead of evidence, by R. Stout.- The  
 house in Goblin Wood, by C. Dickson.- The dancing  
 detective, by C. Woolrich.

Subject added  
 entry extension  
 card

○

SC

## MYSTERY AND DETECTIVE STORIES

Haycraft, Howard, 1905- ed.  
 Fourteen great detective stories. Rev. ed.  
 New York, Modern Library [1949]  
 464p. 19cm. (The Modern library of the world's  
 best books)

For contents, see main entry.

Shortened form  
 omitting contents  
 note for subject  
 added entry card

○

## ADDED ENTRIES

The catalog card headed with the entry denoting chief responsibility for the content of the work is called the main entry card. All other entries for the work made by putting additional headings above the material on the main entry card are called added entries.

The purpose of making added entries is to aid the user of the catalog in finding the material for which he may be searching. To achieve this end, therefore, added entries may be made for the titles of the materials; the subjects with which materials deal; and for the names of illustrators, translators, joint authors, joint compilers and editors that have a secondary relationship with the work.

The added entry heading is placed in the space above the main entry, beginning at second indentation. If more than one line is needed for the entry, continue it on the next line at third indentation.

The usual practice is to make title cards for all books of fiction and non-fiction books which have distinctive titles. When alternative titles exist, added entries are made for both. Title added entries are not usually made for titles beginning with such common phrases as The life of, The history of, or An introduction to. Subject added entries are thought to represent such works adequately. Title added entries are not usually made for biographies beginning with the biographee's first name. Subject added entries are always made for the person under consideration in a biography.

642      Setting your table.  
Sprackling, Helen, 1896-  
Setting your table, a complete guide to china,  
glass, silver, linens, flower arrangements, and  
etiquette. New York, M. Barrows, 1951.  
213p. illus. 24cm.

Title card for  
non-fiction

Johnny Tremain.  
Forbes, Esther, 1894-  
Johnny Tremain; a novel for old and young; with  
illus. by Lynd Ward. Boston, Houghton Mifflin,  
1943.  
296p. illus. 21cm.

Title card for  
work of fiction

Tales from the Vienna Woods.  
 B Ewen, David, 1907-  
 Stra Tales from the Vienna Woods; the story of Johann  
 Strauss; illus. by Edgard Cirlin. New York,  
 H. Holt, 1944.  
 216p. illus. 22cm.

Explanatory  
 subtitle omitted  
 in title heading

Moby Dick.  
 Melville, Herman, 1819-1891.  
 Moby Dick; or, The white whale; illus. by Mead  
 Schaeffer. New York, Dodd, Mead, 1942.  
 540p. illus. 24cm.

Title card

The white whale.  
 Melville, Herman, 1819-1891.  
 Moby Dick; or, The white whale; illus. by Mead  
 Schaeffer. New York, Dodd, Mead, 1942.  
 540p. illus. 24cm.

Title card for  
 an alternative  
 title

For such classics as Shakespeare's Macbeth, the title page may read The tragedy of Macbeth or Shakespeare's Tragedy of Macbeth. In order that all of the editions of such a work may file together, a common practice is to make the title card for a standardized form of the title, and not for the varying titles. The same principle may be applied to any standard work that is published under many slightly varying titles.

822 Macbeth.  
 Shakespeare, William, 1564-1616.  
 The tragedy of Macbeth; ed. by E.K. Chambers.  
 Boston, D.C. Heath, 1906.  
 188p. 17cm.

Title entry  
 using distinctive  
 part within a  
 title

Title: Macbeth.

Tracing for a  
 title added entry  
 not identical  
 with the title  
 on the face of  
 the card

## ADDED ENTRIES - SUBJECT HEADINGS

From the standpoint of the user of the library, the subject added entry for a work is possibly the most important added entry. Sears List of Subject Headings for Small Libraries is the prime source for determining the form of the subject headings for school libraries. For new subjects too recent to appear in the Sears list the Readers Guide to Periodical Literature is helpful. A comprehensive source is Subject Headings Used in the Dictionary Catalogues of the Library of Congress.

After a subject heading is selected for a work, it is typed in the space above the main entry beginning at second indention. It may be typed in black capital letters, or in red using upper and lower case letters. In a new library the cataloger may adopt the form of her choice. In an established library it is probably advisable to continue the form already in use. If the form using upper and lower case red letters is chosen, capitals should be used for the first word of the heading, the first word of a subdivision of the subject, a qualifying word in parentheses, and proper nouns and adjectives. Use no mark of punctuation at the end of a subject heading. Within the heading use a comma to separate the parts of an inverted heading. Separate the subdivisions of a subject heading by a space, a dash, and a space, as AMERICAN POETRY - COLLECTIONS.

Forms of subject headings vary. They may be a single word as BASEBALL or CHRISTMAS; a compound heading as NURSES AND NURSING, or IMMIGRATION AND EMIGRATION; a phrase, as BIBLE AS LITERATURE; an adjective followed by a noun, as PUBLIC HEALTH, or NATIONAL CHARACTERISTICS; an inverted heading as POETS, AMERICAN; or EDUCATION, ELEMENTARY; a subject followed by a qualifying phrase in parentheses, as DISCOVERIES (IN GEOGRAPHY); or a subdivided heading as U.S. - HISTORY - CIVIL WAR - FICTION; BOOKS AND READING - BEST BOOKS.

BASEBALL  
796.357 Di Maggio, Joseph Paul, 1914-  
Baseball for everyone; a treasury of baseball  
lore and instruction for fans and players.  
New York, Whittlesey House, McGraw-Hill, 1948.  
224p. 21cm.

Single word  
subject  
heading

## NURSES AND NURSING

610.73 Deming, Dorothy, 1893-  
Careers for nurses. 2d ed. New York,  
McGraw-Hill, 1952.  
351p. 24cm. (McGraw-Hill series in nursing)

Includes bibliography.

Compound  
subject  
heading

## ANIMALS - HABITS AND BEHAVIOR

591 Heinold, George, 1912?-  
Burglar in the treetops. New York, Holt, 1952.  
242p. illus. 22cm.

Subdivided  
subject  
heading

## BIBLE AS LITERATURE

220 Chase, Mary Ellen, 1887-  
The Bible and the common reader. Rev. ed.  
New York, Macmillan, 1952.  
325p. maps 22cm.

Phrase  
subject  
heading

614 PUBLIC HEALTH  
 Grant, Madeleine, Parker, 1895-  
 Biology and world health; drawings by Bunji  
 Tagawa. New York, Abelard-Schuman, 1955.  
 202p. illus., maps. 21cm.

Adjective  
 followed by  
 a noun

927.8 COMPOSERS, AMERICAN  
 Ewen, David, 1907- comp.  
 American composers today, a biographical and  
 critical guide. New York, H.W. Wilson, 1949.  
 265p. illus. 26cm.

Inverted  
 heading

910 DISCOVERIES (IN GEOGRAPHY)  
 Lucas, Mary Seymour.  
 Vast horizons; illus. and maps by C.B. Falls.  
 New York, Viking, 1943.  
 291p. illus., maps. 24cm.

Subject followed  
 by qualifying  
 phrase

U.S. - HISTORY - CIVIL WAR - FICTION  
 Allen, Merritt Parmelee, 1892-1954.  
 Blow, bugles, blow; decorations by Alan Moyler.  
 New York, Longmans, Green, 1956.  
 217p. illus. 21cm.

Subdivided  
 heading

Personal names are used as subject headings when the person is the subject of the work as in a biography, or in a critical estimate of an author's work. The form of the name is the same as for an author entry, except that the heading is capitalized or typed in red and is not closed with a punctuation mark. For presidents of the U.S. and of other countries, add the abbreviation Pres. and the name of the country, such as: WASHINGTON, GEORGE, PRES. U.S., 1792-1799; MAGSAYSAY, RAMON, PRES. PHILIPPINES, 1907-1957; JUAREZ, BENITO PABLO, PRES. MEXICO, 1806-1872. Names of kings, queens, emperors and nobility are written in full by the recognized title, for example: LAFAYETTE, MARIE JOSEPH PAUL ROCH YVES GILBERT DU MOTIER, MARQUIS DE, 1757-1834; PETER I, THE GREAT, EMPEROR OF RUSSIA, 1672-1725; MARGARET, PRINCESS OF GREAT BRITAIN, 1930- ; MARIE ANTOINETTE, CONSORT OF LOUIS XVI, KING OF FRANCE, 1755-1793.

#### Names of Persons

THOREAU, HENRY DAVID, 1817-1862  
 B Norman, Charles, 1904-  
 Ther To a different drum; the story of Henry David  
 Thoreau; pictures by Margaret Eloy Graham.  
 New York, Harper, 1954.  
 113p. illus. 22cm.

Name of person  
 as subject

EISENHOWER, DWIGHT DAVID, PRES. U.S., 1890-  
 B Gunther, John, 1901-  
 Eise Eisenhower, the man and the symbol. New York,  
 Harper, 1952.  
 180p. illus. 22cm.

President of  
 the U.S.

Includes bibliography.

942

ELIZABETH II, QUEEN OF GREAT BRITAIN, 1926-  
 Bocca, Geoffrey.  
 Elizabeth and Philip; profusely illus. with  
 photographs. New York, Holt, 1953.  
 248p. illus. 22cm.

Royalty

822

LINCOLN, ABRAHAM, PRES. U.S. 1809-1865 - DRAMA  
 Drinkwater, John, 1882-1937.  
 Abraham Lincoln; a play. New ed. with intro-  
 duction and study helps. Boston, Houghton, 1927.  
 130p. 20cm. (Riverside literature series)

Personal  
name with  
subdivision

822

SHAKESPEARE, WILLIAM, 1564-1616 - CRITICISM,  
 INTERPRETATION, ETC.  
 Neilson, William Allan, 1869-1946.  
 Facts about Shakespeare, by William Allan  
 Neilson and Ashley Horace Thorndike. Rev. ed.  
 New York, Macmillan, 1931.  
 275p. illus. 17cm.

Personal  
name with  
subdivision

## ADDED ENTRIES - JOINT AUTHORS

When a book has two or more authors, the one whose name appears first on the title-page is used as the main entry. All other authors are known as joint authors. To make a joint author added entry, type the name of the joint author in the space above the main entry beginning at second indention. The joint author's name is established in the same way as if he were a main entry. If the joint author should already be entered in the catalog, the new entry is identical in form with that already in the catalog. The designation jt. author is added to the name following a comma and one space. Close the joint author heading with a period.

Translator, joint translator, editor, joint editor, illustrator and other similar headings are made in the same way as joint author added entries, using such abbreviated designations as tr., jt.tr., ed., jt.ed., illus., jt.illus., etc.

914.36 Krusch, Werner, jt. author.  
 Wohlrabe, Raymond A  
 The land and people of Austria, by Raymond A.  
 Wohlrabe and Werner Krusch. Philadelphia,  
 Lippincott [1956],  
 117p. illus. 22cm.

Joint author,  
 dates not  
 known

When only the birth date is given for a person used as an added entry, six spaces are left after the hyphen following the birth date before adding the appropriate designation and closing the heading.

821 Farjeon, Herbert, 1887- jt. author.  
 Farjeon, Eleanor, 1881-1965.  
 Kings and queens, by Eleanor and Herbert  
 Farjeon; with 40 coloured plates by Rosaline  
 Thornycroft. Rev. ed. London, Dent; Philadelphia,  
 Lippincott, 1953.  
 86p. col. illus. 26cm.

Joint author,  
 birth date  
 only

Hall, James Norman, 1887-1951, jt. author.  
 Nordhoff, Charles Bernard, 1887-1947.

The Bounty trilogy, comprising the three volumes:  
 Mutiny on the Bounty, Men against the sea, and  
 Pitcairn's Island, by Charles Nordhoff & James  
 Norman Hall. Illus. by N.C. Wyeth. Boston,  
 Little, Brown, 1940.

903p. illus. 22cm.

Joint author  
 with birth  
 date and  
 death date

The tracing for a joint author added entry is identical with the heading  
 to be used on the joint author card.

Hall, James Norman, 1887-1951, jt. author.  
 Title.

Tracing for  
 joint author  
 added entry  
 on back of  
 main entry

ADDED ENTRIES - JOINT EDITORS AND COMPILERS

When more than one person as editor is responsible for a work, the first one is the main editor and the second one is the joint editor. Joint editor and joint compiler added entry cards are made in the same fashion as joint author cards.

SC                    Davis, Ruth, 1913-                    jt. ed.  
                       Shaw, Harry, 1905-                    ed.  
                       Americans one and all, ed. by Harry Shaw and  
                       Ruth Davis.    New York, Harper, 1947.  
                       330p. 22cm.

Joint editor  
 added entry

SC                    Weir, Ruth Cromer, 1912-                    jt. comp.  
                       Cavanah, Frances, 1889-                    comp.  
                       Treasury of dog stories, collected by Frances  
                       Cavanah and Ruth Cromer Weir; illus. by Wesley  
                       Dennis.    Chicago, Rand McNally, 1947.  
                       256p. illus. 21cm.

Joint compiler  
 added entry

## ADDED ENTRIES - ILLUSTRATORS

Hader, Berta Hoerner, illus.  
 Mason, Miriam Evangeline, 1899-  
 Timothy has ideas; illus. by Berta and Elmer  
 Hader. New York, Macmillan, 1943.  
 127p. illus. 21cm.

Illustrator  
 added entry,  
 no dates  
 available

Hader, Elmer, 1899- jt, illus.  
 Mason, Miriam Evangeline, 1899-  
 Timothy has ideas; illus. by Berta and Elmer  
 Hader. New York, Macmillan, 1943.  
 127p. illus. 21cm.

Joint illustrator  
 added entry  
 birth date  
 available

Wyeth, Newell Convers, 1892-1945, illus.  
 Nordhoff, Charles Bernard, 1887-1947.

The Bounty trilogy, comprising the three  
 volumes: *Mutiny on the Bounty*, *Men against the  
 sea*, & *Pitcairn's Island*, by Charles Nordhoff &  
 James Norman Hall. Illus. by N.C. Wyeth. Boston,  
 Little, Brown, 1940.

903p. illus. 22cm.

Illustrator  
 with birth  
 and death  
 date

#### TRANSLATORS

Wheen, Arthur Wesley, tr.  
 Remarque, Erich Maria, 1898-

All quiet on the western front: tr. from the  
 German by A.W. Wheen. Boston, Little, Brown,  
 1929.

291p. 20cm.

Translator  
 of a book

## EDITORS WITH SECONDARY RELATIONSHIP WITH BOOK

The works of well-known authors are often published with editor's notes and explanations for the use of the reader. Such editors have a secondary relationship to the text and are given added entry position. The same is true of any joint editors who may have assisted in the work. In the examples below, William Shakespeare and John Milton are responsible for the works listed and therefore their names are used as the main entries and the editors names are used as added entries.

822 Boas, Frederick Samuel, 1862-1957, ed.  
Shakespeare, William, 1564-1616.  
The tempest; ed. by Frederick S. Boas. Boston,  
D.C. Heath, 1906.  
127p. 17cm. (Heath English classics)

Editor,  
secondary  
relationship  
with book

821 Bullough, Geoffrey, 1901- ed.  
Milton, John, 1608-1674.  
Dramatic poems; ed. by Geoffrey and Margaret  
Bullough. [London; Athlone Press, 1958.  
224p. 19cm.

Editor,  
secondary  
relationship  
with book

821 Bullough, Margaret, jt. ed.  
Milton, John, 1608-1674.  
Dramatic poems; ed. by Geoffrey and Margaret  
Bullough. [London; Athlone Press, 1958.  
224p. 19cm.

Joint editor,  
secondary  
relationship  
with book

## ADDED ENTRIES FOR WORKS WITH TITLE AS MAIN ENTRY

Added entry cards for works having title main entries are made for editors, compilers, joint editors, joint compilers, and so on, in the usual way.

811.08 Matthiessen, Francis Otto, 1902-1950, comp.  
The Oxford book of American verse; chosen and with  
an introd. by F.O. Matthiessen. New York,  
Oxford University Press, 1950.  
1132p. 19cm.

Compiler added  
entry for book  
having title as  
main entry

R  
803 Hornstein, Lillian Herlands, 1909-  
The Reader's companion to world literature.  
Editor: Lillian Herlands Hornstein; co-editor:  
C.D. Percy [and others] General editor:  
Calvin S. Brown. New York, Dryden Press [1956]  
493p. 22cm.

Editor added  
entry for book  
having title as  
main entry

R  
803 LITERATURE - DICTIONARIES  
The Reader's companion to world literature.  
Editor: Lillian Herlands Hornstein; co-editor:  
G.D. Percy [and others] General editor:  
Calvin S. Brown. New York, Dryden Press [1956]  
493p. 22cm.

Subject added  
entry for book  
having title  
as main entry

## ADDED ENTRY - CHANGED TITLES

Books are sometimes known by more than one title since they may be published in one country under one title, and under a different title in another country. The work is cataloged using the title appearing on the title page and a note is made to record the variant title. Title added entries are made for both titles.

Allen, Walter Ernest, 1911-  
Square peg. New York, W. Morrow [1950],  
27lp. 21cm.

First published in London in 1950 under title  
Dead man over all.

Main entry  
for a  
changed title

Square peg.  
Allen, Walter Ernest, 1911-  
Square peg. New York, W. Morrow [1950],  
27lp. 21cm.

First published in London in 1950 under title  
Dead man over all.

Title added  
entry for  
changed title

Dead man over all.  
Allen, Walter Ernest, 1911-  
Square peg. New York, W. Morrow [1950],  
27lp. 21cm.

First published in London in 1950 under title  
Dead man over all.

Title added  
entry for  
original title

Title.  
Title: Dead man over all.

Tracing on back  
of main entry  
for both titles

## TRACING

Each work in the library may be represented in the catalog by several added entry cards, in addition to the main entry card. Since these cards having different entries may stand far apart when filed alphabetically in the card catalog, a list of all added entries must be made so that the cataloger will know which cards have been made and filed for each work in the library. Should a book be lost, the cataloger will then know which cards are to be removed from the card catalog in order to remove all records of the work.

The listing of all the added entry cards is called the tracing. Printed cards have the tracing on the face of the card near the bottom. Since, often there is not room on the face of a typed card, it is placed on the back of the main entry. When more than one card is necessary to complete the main entry, the tracing is typed on the back of the first card. To place the tracing, turn the author card face down with the hole at the top and record the tracing in the upper left corner two lines below the hole and indented two spaces from the left edge. Arrange the tracing items in the following order: subject headings, other added entries, title, or titles, and series. Within any category of headings it is not necessary to adhere to any special order in listing them. The form of the tracing is to match exactly the heading to be used on the added entry card as to capitalization, and spacing, except that, if a decision has been made to type subject headings in red, they will be typed in black in the tracing.

B Frank, Anne, 1929-1945.  
 Fran The diary of a young girl; tr. from the Dutch by  
 B.M. Mooyart-Doubleday; with an introd. by Eleanor  
 Roosevelt. Garden City, N.Y., Doubleday, 1952.  
 285p. illus. 20cm.

Main entry

NETHERLANDS - HISTORY  
 WORLD WAR, 1939-1945 - JEWS  
 Mooyart-Doubleday, B M tr.  
 Title.

Tracing on back  
of main entry

## NETHERLANDS - HISTORY

B  
Fran

Frank, Anne, 1929-1945.

The diary of a young girl; tr. from the Dutch by  
B.M. Mooyart-Doubleday; with an introd. by Eleanor  
Roosevelt. Garden City, N.Y., Doubleday, 1952.  
285p. illus. 20cm.

Subject added  
entry

## WORLD WAR, 1939-1945 - JEWS

B  
Fran

Frank, Anne, 1929-1945.

The diary of a young girl; tr. from the Dutch by  
B.M. Mooyart-Doubleday; with an introd. by Eleanor  
Roosevelt. Garden City, N.Y., Doubleday, 1952.  
285p. illus. 20cm.

Subject added  
entry

Mooyart-Doubleday, B M tr.

ran

Frank, Anne, 1929-1945.

The diary of a young girl; tr. from the Dutch by  
B.M. Mooyart-Doubleday; with an introd. by Eleanor  
Roosevelt. Garden City, N.Y., Doubleday, 1952.  
285p. illus. 20cm.

Translator  
added entry

The diary of a young girl.

B  
Fran

Frank, Anne, 1929-1945.

The diary of a young girl; tr. from the Dutch by  
B.M. Mooyart-Doubleday; with an introd. by Eleanor  
Roosevelt. Garden City, N.Y., Doubleday, 1952.  
285p. illus. 20cm.

Title added  
entry

## SHELF LIST CARD

In addition to the main entry and the added entries, another card, which is identical with the main entry, is necessary to complete the set. It is known as the shelf list card. It receives its name from the fact that the cards are arranged in a separate file in the order in which the books stand on the shelf. Cards that represent books are arranged alphabetically by author within each classification and, by title, if there is more than one by the same author. Books of biography are filed under the designation for biography, and then alphabetically by the name of the biographee. Biographies about the same person are then sub-filed by the main entry.

The number of copies of a given title owned by the library is indicated in pencil in the left margin near the collation. The number of copies also appears on the face of the main entry in the same position as on the shelf card.

It is the custom in many libraries to record on the back of the shelf list card the source from which the material has been received, the date, and the price of each copy. If such a record is kept, an accession book and accession numbers for books are unnecessary. If an accurate accession record has been kept and accession numbers have been used, the librarian may or may not continue with the practice as she sees fit.

To type the order information, place the shelf list card, face down with the hole at the top, and record the order information two lines below the hole, beginning two spaces from the left edge of the card. Leave two spaces between the date and the dealer, and two between the dealer and the price. If additional copies are received, record them in the same way. The same form is used for all materials cataloged.

1/5/54 McClurg 2.50  
4/12/63 Baker 2.69 c.2

Order  
information  
on back of  
shelf card

## CROSS REFERENCE CARDS

When material is added to the library, it is listed in the card catalog under the most exact and logical subject entries possible. Since the English language is made up of many synonymous terms, individuals often think of the same subject in different terms or wordings. Because a good catalog should enable the user to find the material which the library contains, the cataloger must provide references from each of several possible terms to the one that has been adopted for a given subject. Cards indicating such references are called cross reference cards. Since these cards do not represent books of materials, they do not bear a call number. There are two kinds of cross reference cards, namely, see references and see also references.

The see reference card directs the inquirer from an entry under which material has not been listed to an entry under which it has been listed. See references are made for synonymous terms for subject headings, for the second part of a compound heading, for the direct form of an inverted heading, and for variations of spelling.

On the fourth line of the card at second indention in capital letters, write the heading under which the material is not listed. On the sixth line at third indention write the word see in lower case letters. On the eighth line at first indention write the heading under which the material has been listed. Those who prefer subject headings in red, will follow the capitalization and form given in Sears List of Subject Headings for Small Libraries. The words see and see also are always typed in small black letters.

See Cards

MAGAZINES  see  PERIODICALS	Cross reference from synonym for the entry adopted
---	---

WATCHES  see  CLOCKS AND WATCHES	Reference from the second part of a compound heading
--	---

SECONDARY EDUCATION

see

EDUCATION, SECONDARY

Reference from  
the direct form  
to the inverted  
form

AEROPLANES

see

AIRPLANES

Reference from  
variant  
spelling

References for personal names were discussed in this manual under Personal names.

A see also reference card directs the user from an entry under which material is listed to another entry under which related material is to be found. The card begins on the fourth line at first indention followed two spaces below by see also beginning at second indention. Two lines below this the additional subjects are listed in tabular form beginning at first indention and single-spaced.

See also Cards

CATALOGING

see also

BIBLIOGRAPHY  
CLASSIFICATION - BOOKS  
INDEXING  
SUBJECT HEADINGS

See also  
reference

## PERSECUTION

see also

FREEDOM OF CONSCIENCE  
 INQUISITION  
 JEWS - PERSECUTIONS  
 MARTYRS  
 RELIGIOUS LIBERTY

See also  
 reference

## SPORTS

see also

AERONAUTICAL SPORTS  
 AMUSEMENTS  
 ATHLETICS  
 COACHING (ATHLETICS)  
 COLLEGE SPORTS  
 GAMES  
 GYMNASTICS  
 OLYMPIC GAMES

(Continued on next card)

First card of  
 see also subject  
 reference card

## SPORTS

see also

OUTDOOR LIFE  
 PHYSICAL EDUCATION AND TRAINING  
 RODEOS  
 SCHOOL SPORTS  
 WATER SPORTS  
 WINTER SPORTS

also names of sports, e.g. BASEBALL; etc.

Extension card  
 of see also  
 subject reference  
 card

## ANONYMOUS CLASSICS AND SACRED WRITINGS

In almost every library are found anonymous classics, which are old writings of acknowledged excellence whose authors are unknown. Examples of such writings are the epic Beowulf, national folk tales, and Arabian Nights. These have been published in many languages and versions by many publishers under a variety of titles. For example, Arabian Nights has been published also with the titles Tales from the Arabic, The Thousand and One Nights, Arabian Nights Entertainments, and others.

Books containing the sacred writings of any religion may be classics but are not necessarily anonymous, because the authorship of at least parts of them are known. They are, however, handled in the same way as other classics of unknown origin.

In order that the main entries for all versions of an anonymous classic or a sacred writing, may be the same, a short title has been established for use as the main entry. This title brings the different versions and editions of a work together under a uniform entry, regardless of its individual title.

The following is a list of titles which have been established for use as entries for certain well-known anonymous classics and sacred writings: Arabian nights; Beowulf; Bible; Mabinogion; Mother Goose; Nibelungenlied; Reynard the fox; Chanson de Roland. In libraries for children and young people it might be advisable to use Song of Roland instead of the French form of the name.

Enter an anonymous classic or sacred writing under the established title, putting that title in the entry position on the card and closing it with a period. Complete the unit card as for an author card, trace and make the necessary added entry cards. Should the title of the book be the same as the established title, no title card is made.

398

Mother Goose.

The real Mother Goose; illus. by Blanche Fisher Wright. Chicago, Rand McNally, 1916.  
134p. illus. 30cm.

Main entry  
for an  
anonymous  
classic

398

The real Mother Goose.  
Mother Goose.

The real Mother Goose; illus. by Blanche Fisher Wright. Chicago, Rand McNally, 1916.  
134p. illus. 30cm.

Title added  
entry card  
for an  
anonymous  
classic

398.22 Nibelungenlied.

The Song of the Nibelungs. A verse translation from the Middle High German Nibelungenlied by Frank G. Ryder. Detroit, Wayne State University Press, 1962.

421p. 21cm.

Main entry  
for  
anonymous  
classic

398.2

Arabian nights.

Scheherezade; tales from The thousand and one nights. Translated by A.J. Arberry; with illus. by Asgeir Scott. London, Allen & Unwin [1953]  
221p. illus. 23cm.

Main entry  
card for an  
anonymous  
classic

Enter the Bible, either complete or partial form under Bible with the language of the text indicated in the entry. For example: Bible. French. or Bible. Latin. In small collections the entry might be simplified by omitting the language designation for editions in English. The year of printing is used to distinguish the various issues in the same language. The different versions or translations of the Bible may have that feature indicated in the entry also. For incomplete editions or abridgments in English use the entry: Bible. English. Selections. For complete coverage of the rules for formulating Bible entries see Anglo-American Cataloging Rules, p. 156-163.

220.5 Bible. English. 1952. Revised standard.  
The Holy Bible. Revised standard version containing the Old and New Testaments; tr. from the original tongues, being the version set forth A.D. 1611, rev. A.D. 1881-1885 and A.D. 1901; compared with the most ancient authorities and rev. A.D. 1952. New York, Nelson, 1952.  
997, 29<sup>4</sup>p. 22cm.

Bible  
as  
author

220.5 Bible. English. Selections. 1951. Authorized.  
The condensed Bible; all Bible gems; Genesis through Revelation. A guide for inspirational reading, selected with commentary by William A. Coker. New York, Exposition Press, 1951.  
517p. maps. 22cm.

Bible  
as  
author,  
selected  
passages

220.5 Bible. English(Basic English) 1950.  
The Basic Bible, containing the Old and New Testaments in Basic English. New York, Dutton, 1950.  
910p. 21cm.

Bible  
as  
author

220.5 Bible. English. Selections. 1937. Authorized.  
Animals of the Bible; a picture book by Dorothy  
P. Lathrop; with text selected by Helen Dean Fish  
from the King James Bible. Philadelphia, J.B.  
Lippincott [1937];  
66p. 26cm.

Bible  
as  
author,  
selected  
passages

220.5 Fish, Helen Dean, ed.  
Bible. English. Selections. 1937. Authorized.  
Animals of the Bible; a picture book by Dorothy  
P. Lathrop; with text selected by Helen Dean Fish  
from the King James Bible. Philadelphia, J.B.  
Lippincott [1937];  
66p. 26cm.

Editor added  
entry for  
selections  
from the Bible

Enter stories retold from the Bible and books about anonymous classics and sacred writings under the name of the author and make the added entry cards in the usual way.

220 Van Loon, Hendrik Willem, 1882-1944.  
The story of the Bible, written and drawn by  
Hendrik Van Loon. Garden City, N.Y., Garden City  
Pub. Co. [1936];  
452p. illus. 24cm.

Author card  
for adaptation  
of the Bible

BIBLE - STORIES  
220 Van Loon, Hendrik Willem, 1882-1944.  
The story of the Bible, written and drawn by  
Hendrik Van Loon. Garden City, N.Y., Garden City  
Pub. Co. [1936];  
452p. illus. 24cm.

Subject card  
for adaptation  
of the Bible

220 Goodspeed, Edgar Johnson, 1871-  
How to read the Bible. Philadelphia, J.C.,  
Winston, 1946.  
244p. 22cm.

Author card  
for book  
about the  
Bible

## ANALYTICS

Library materials may contain separate parts or sections. One author or publisher may be responsible for all of the parts, or different individuals may be responsible for the separate parts. Entries made for each of the separate sections, whether they be stories, plays, essays, reports, or biographical sketches are known as analytics. There are three kinds of analytics: author analytics, subject analytics, and title analytics.

Plays and short stories in collected works of different authors seem to call for author and title analytics. Collected biographies and parts of factual books call for subject analytics.

There is more than one accepted form for analytics. Since many libraries use printed cards, the unit card is commonly used. Those who type analytic cards may prefer to use the partial contents form, or another shortened form. Examples will follow.

When a book needs to be analyzed, the cataloger should catalog the book as a whole first, listing the parts in the contents note.

When the parts of a book are all by one author, only title analytics need to be made. Sometimes plays in a book may be listed on the title page or on a separate page of contents. Some libraries follow the practice of omitting the listing of titles of plays, etc., on the title page, if so given, but list them in a contents note.

822	Galsworthy, John, 1867-1933. Plays. Sixth series. New York, Scribner, 1926. 115, 112, 97p. 20cm.  Contents.- The forest.- Old English.- The show.
-----	---

Main entry  
for a book  
needing  
title  
analytics

Since the titles of the plays for the above book are listed in the contents note, it is unnecessary to write out the titles in tracing. The words Title analytics for contents are sufficient.

○

Title analytics for contents.

Tracing  
for title  
analytics

822      The forest.  
Galsworthy, John, 1867-1933.  
Plays. Sixth series. New York, Scribner,  
1926.  
115, 112, 97p. 20cm.

Contents.- The forest.- Old English.- The  
show.

Title analytic  
using unit  
card

822      The forest.  
Galsworthy, John, 1867-1933.  
Plays. Sixth series. New York, Scribner,  
1926.  
115, 112, 97p. 20cm.

Partial contents.- The forest.

Title analytic,  
partial  
contents

It often happens in a collection of plays or stories by one author that the first play in the book becomes the title of the whole book. Tracing for all items can be indicated by the phrase Title analytics for contents.

822      Gregory, Isabella Augusta (Persse) Lady, 1859-1932.  
The image and other plays. New York, Putnam,  
1922.  
253p. 20cm.

Contents.- The image.- Hanrahan's oath.-  
Shanwalla.- The wrens.

Main entry  
for book with  
first play as  
title of book

○

Title analytics for contents.

Tracing for  
title analytics

822 Hanrahan's oath.  
 Gregory, Isabella Augusta (Persse) Lady, 1859-1932.  
 The image and other plays. New York, Putnam,  
 1922.  
 253p. 20cm.

Partial contents.- Hanrahan's oath.

Title analytic  
 for one part  
 of a book

When parts of books or materials are by different authors, entries are made for both authors and titles. For non-fiction, author and subject analytics may be made, if the section offers a substantial contribution to the subject.

812.08 Clark, Barrett Harper, 1890-1953, ed.  
 Nine modern American plays, by Barrett H.  
 Clark and William H. Davenport. New York,  
 Appleton-Century-Crofts, 1951.  
 432p. 25cm.

Contents.- The hairy ape, by E.G. O'Neill.-  
 Street scene, by E.L. Rice.- Green grow the lilacs,  
 by L. Riggs.- High Tor, by M. Anderson.- Stage  
 door, by E. Ferber.- You can't take it with you, by

Main entry  
 for book  
 containing  
 works by  
 various  
 authors

○ (Continued on next card)

812.08 Clark, Barrett Harper, 1890-1953, ed.  
 Nine modern American plays. 1951. (Card 2)

M. Hart.- Abe Lincoln in Illinois, by R.E.  
 Sherwood.- Glass menagerie, by T. Williams.-  
 Command decision, by W.W. Haines.

Extension  
 card for the  
 above card

## AMERICAN DRAMA - COLLECTIONS

Davenport, William Henry, 1908- jt.ed.

## Title.

O'Neill, Eugene Gladstone, 1888-1953. The hairy ape.

Rice, Elmer I 1892- Street scene.

Riggs, Lynn, 1899- Green grow the lilacs.

Anderson, Maxwell, 1888- High Tor.

Ferber, Edna, 1887-1968. Stage door.

Hart, Moss, 1904- You can't take it with you.

Sherwood, Robert Emmet, 1896-1955. Abe Lincoln in Illinois.

Williams, Tennessee, 1914- Glass menagerie.

Haines, William Wister, 1908- Command decision.

Title analytics for contents.

Tracing for a  
book containing  
works of various  
authors with author  
and title analytics

O'Neill, Eugene Gladstone, 1888-1953.

The hairy ape.

812.08 Clark, Barrett Harper, 1890-1953, ed.

Nine modern American plays, by Barrett H. Clark  
and William H. Davenport. New York, Appleton,  
1951.

432p. 25cm.

Partial contents.- The hairy ape, by E.G.  
O'Neill.

Card form for  
author-title  
analytic with  
partial contents

The hairy ape.

812.08 Clark, Barrett Harper, 1890-1953, ed.

Nine modern American plays, by Barrett H. Clark  
and William H. Davenport. New York, Appleton,  
1951.

432p. 25cm.

Partial contents.- The hairy ape, by E.G.  
O'Neill.

Card form for  
title analytic  
with partial  
contents

920

Acker, Helen.

Five sons of Italy; jacket by Richard Floethe.  
New York, Nelson, 1950.  
19lp. 21cm.

Contents.- Leonardo da Vinci.- Michelangelo  
Buonarroti.- Galileo Galelei.- Nicolo Paganini.-  
Giuseppe Verdi.

Main entry  
card for book  
needing subject  
analytics

## ITALY - BIOGRAPHY

Title.

LEONARDO DA VINCI, 1452-1519

BUONARROTI, MICHEL ANGELO, 1475-1564

GALILEI, GALILEO, 1564-1642

PAGANINI, NICCOLO, 1782-1840

VERDI, GIUSEPPE, 1813-1901

Tracing for book  
needing subject  
analytics

920

LEONARDO DA VINCI, 1452-1519

Acker, Helen.

Five sons of Italy; jacket by Richard Floethe.  
New York, Nelson, 1950.  
19lp. 21cm.

Partial contents.- Leonardc da Vinci.

Subject analytic  
with partial  
contents note

## "BOUND-WITH" WORKS

It happens occasionally that two or more books by the same or by different authors, each book with a separate title page and with separate paging, are bound together. Such a publication is known by the term "bound-with." Each part is cataloged as an individual book in the usual way. Obviously the book can be assigned only one classification number should the contents of the two parts deal with entirely different subjects. The classification number for the first part is assigned the book. Notes need to be made on the card showing the author and title of the other work with which it is bound. The note reads Bound with followed by the author's name in inverted order, using initials to represent given names; two spaces after this the title of the other work; then three spaces later, the place and date of publication.

353

Thorpe, Francis Newton.

The government of the nation; a course in civil government, based on The government of the people of the United States. Rev. ed. New York, Hinds, Noble and Eldridge [1900];  
224p. illus., maps. 19cm.

Bound with Rawles, W.A. The government of the people of the state of Indiana. New York [1906]

Main entry  
for  
"bound-with"

Trace the added entries for each "bound-with" on its own main entry card. On the author card for the first "bound-with" in a volume, and after all other tracings, trace the main entry for the other "bound-with."

U.S. - POLITICS AND GOVERNMENT

Title.

Rawles, William A 1863-

The government of the people of the state of Indiana.

Tracing for  
first work and  
main entry for  
the other  
"bound-with"

353 Rawles, William A 1863-  
 The government of the people of the state of  
 Indiana. New York, Hinds, Noble and Eldridge  
 [1906;]  
 180p. illus., maps. 19cm.

Bound with Thorpe, F.N. The government of the  
 nation. New York [1900;]

Main entry for  
 subsequent part  
 in a "bound-  
 with"

The complete call number given on the set of cards for a subsequent part  
 of a "bound-with" must be the same as the number that the book bears. The call  
 number of the whole volume is determined by the first work in the volume.

INDIANA - POLITICS AND GOVERNMENT  
 Title.

Tracing for  
 subsequent  
 part of a  
 "bound-with"

BOUND-WITH

Parts of Work by the Same Author

Dodgson, Charles Lutwidge, 1832-1898.  
 Alice's adventures in Wonderland by Lewis  
 Carroll; with forty-two illus. by John Tenniel.  
 New York, Macmillan, 1929.  
 192p. illus. 23cm.

Bound with the author's Through the looking  
 glass. New York, 1929.

Main entry for  
 first part of  
 "bound-with"  
 when the parts  
 are by the same  
 author

Title.  
 Dodgson, Charles Lutwidge, 1832-1898.  
 Through the looking glass.

Tracing for  
 first part of  
 a "bound-with"

Dodgson, Charles Lutwidge, 1832-1928.  
Through the looking glass, by Lewis Carroll;  
with fifty illus. by John Tenniel. New York,  
Macmillan, 1929.  
224p. illus. 23cm.

Bound with the author's Alice in Wonderland.  
New York, 1929.

Main entry for  
a subsequent  
part of  
"bound-with"

## SUPPLEMENTS

Supplements cannot always be treated as independent entries because they are too closely related to the original work to stand alone. The entry for the supplement may be added to the card for the original work using the form known as the "dashed-on entry."

Begin the entry at first indention two lines below the entry for the main item on the card. Use three underscore marks to show that the author of the supplement is the same as the entry of the original item. If the title of the supplement is also the same as the original item, leave one space and then three underscore marks to represent the title. Leave one space and continue on the same line the transcription of the title-page information of the supplement according to the rules for making the body of the card.

R  
016 Winchell, Constance Mabel, 1896-  
Guide to reference books. 7th ed. Chicago,  
American Library Association, 1951.  
645p. 28cm.

"Based on the Guide to reference books, sixth  
edition by Isadore Mudge."

(Continued on next card)

Main entry  
for work  
having a  
supplement

R  
016 Winchell, Constance Mabel, 1896-  
Guide to reference books. 1951. (Card 2)

R  
016 \_\_\_\_\_ Supplement, 1950-1952, by Constance M.  
Winchell and Olive A. Johnson. Chicago, American  
Library Association, 1954.  
117p. 28cm.

(Continued on next card)

Dashed on  
entry for  
supplement

R  
016 Winchell, Constance Mabel, 1896-  
Guide to reference books. 1951. (Card 3)

R  
016 \_\_\_\_\_ Second supplement, 1953-1955. Chicago,  
American Library Association, 1956.  
134p. 28cm.

Dashed on  
entry for  
second  
supplement

R  
031 The New international encyclopaedia. 2d ed.  
New York, Dodd Mead [1922-29],  
24v. illus, plates, maps. 26cm.

R  
031 \_\_\_\_\_ Supplement. New York, Dodd, Mead, 1930.  
2v. illus. 26cm.

Dashed on  
entry for  
work entered  
under title

## UNIFORM TITLES FOR MUSIC

Uniform titles are used to bring together all editions of a composer's or writer's works and to establish an orderly arrangement of complete and partial collections of a composer's or writer's works. A musical composition may be known under variant titles in different countries. For example, The Magic Flute by Mozart is called Die Zauberflöte in Germany. To the music performer or record lover this makes very little difference, and the card catalog must make provision for bringing together all forms of a given work. This is done by assigning the work a uniform title, usually the title under which the work was first published, and making references from other known titles to the uniform title. The uniform title, enclosed in brackets, is typed on the line below the main entry beginning at second indention. On the next line at second indention, copy the title as it appears in the work in hand. Continue the card in the form set forth previously in this manual. For full treatment of uniform titles see Anglo-American Cataloging Rules, p. 145-172. For the application of uniform titles to musical works see p. 299-314 in the same source.

782.1 Straus, Oscar, 1870-1954.  
     [Der tapfere Soldat,  
     The chocolate soldier, an opera bouffe in three  
     acts; libretto by Rudolf Bernauer & Leopold  
     Jacobson. English version by Stanislaus Stange.  
     New York, Witmark [1909],  
     197p. 29cm.

Main entry  
 for musical  
 work with  
 uniform  
 title

The chocolate soldier.  
 Straus, Oscar, 1870-1954.  
 The chocolate soldier.

For editions of the above work

see

Straus, Oscar, 1870-1954.  
 [Der tapfere Soldat,

Cross reference  
 from variant title  
 to uniform title  
 under which all  
 editions of this  
 work are cataloged

Musical works having non-distinctive titles such as concertos, sonatas, or symphonies, may also have variant forms and popular titles. Cross references are made from variant titles to the uniform title as set forth in bibliographic sources and music encyclopedias.

Moonlight sonata.  
Beethoven, Ludwig van, 1770-1827.  
Moonlight sonata.

For editions of the above work

see

Beethoven, Ludwig van, 1770-1827.  
[Sonata, piano, no.14, op.27, no.2, C# minor]

Cross reference  
from popular to  
uniform title

To bring together the complete or partial collections of an author's works a uniform title is constructed according to the following forms:

For complete works: [Works]  
For miscellaneous selected works: [Works. Selections]  
For works in one medium: [Works, piano]  
For complete works in one form: [Symphonies]  
For selections of the works in one form: [Symphonies. Selections]  
[Songs. Selections]

784.3 Foster, Stephen Collins, 1826-1864.  
[Songs. Selections]  
Songs. Prepared for schools and general use,  
edited and arranged by Will Earhart and Edward B.  
Birge. [Pittsburgh] University of Pittsburgh  
Press [1938]  
110p. 26cm.

Main entry with  
uniform title  
showing partial  
collection of  
works in one form

786.4 Beethoven, Ludwig van, 1770-1827.  
[Sonatas]  
32 sonatas for the pianoforte. Edited by  
Artur Schnabel. Memorial ed. New York, Simon  
and Schuster, 1935.  
2v. (862p.) 31cm.

Main entry with  
uniform title  
showing complete  
collection of  
works in one form

## SERIALS

A serial is a publication which is issued at more or less regular intervals and in the same or similar format. Single issues of serials may be monographs, or they may be such publications as newspapers, magazines, yearbooks, almanacs, annual and biennial reports, and directories. In many libraries magazines and newspapers will not be cataloged, but such serials as the World Almanac and Who's Who in America will be cataloged. A serial composed of many monographs may have each unit treated individually, but non-monographic serials must be treated together.

A set composed of every issue of a serial which has ceased publication is a closed set. One that is still being published is obviously incomplete and is called an "open" set. It is cataloged using the "open" entry form.

A complete treatment of serial cataloging practice may be found in Anglo-American Cataloging Rules, p. 231-246.

Unless a serial has a definite author, (either personal or corporate) it is entered under title. The wording of the title page may vary considerably from issue to issue; hence, the body of the card is made in brief form in order to fit the set. Cards for incomplete sets of serials are so made that an indefinite number of issues can be recorded as they are acquired. One way is to record in a "Library has" note the number of volumes the library has. Leave one line between the "Library has" note and whatever precedes it on the card. If the volumes are numbered, use the abbreviation v. for volume, followed by the number in arabic numerals, a comma and the date of the volume. If the library has more than one copy of a volume, record in pencil following the date of the volume the number of copies using arabic numerals for numbers, followed by the abbreviation c. for copies. Editors of serials change frequently and may not be recorded, consequently added entries may not be made for them. The users are likely to be better acquainted with the publication than with the names of the editors.

Items that need to be recorded in pencil are dates in the imprint, the number of volumes in the collation, and the number of copies if more than one, all of which are subject to change as new acquisitions are made. Should the library not have acquired yearbooks for successive years, space is left in the "Library has" note so that the year and volume may be filled in as the yearbooks are acquired.

Added entry cards may be made for serials in the usual way, except that the library's holdings are not given and the catalog user is instructed to see the main entry. This eliminates the recurring necessity of altering the "Library has" note on all cards except the main entry and shelf list card.

Some libraries use commercially printed cards and simply check the volume numbers or years that the library owns. The imprint and collation may be left open on both the main entry and shelf card. The printed holdings card is filed immediately behind the shelf list card and the instruction: For volumes in library see shelf list card. is put on the main entry.

1 ✓	11	21	31
2 ✓	12	22	32
3 ✓	13	23	33
4 ✓	14	24	34
5 ✓	15	25	35
6 ✓	16	26	36
7 ✓	17	27	37
8 ✓	18	28	38
9 ✓	19	29	39
10 ✓	20	30	40

Printed card  
showing  
library's  
holdings  
indicated by  
checking volume  
numbers

1951	1961 ✓	1971	1981
1952	1962	1972	1982
1953	1963 ✓	1973	1983
1954	1964	1974	1984
1955	1965	1975	1985
1956 ✓	1966	1976	1986
1957 ✓	1967	1977	1987
1958 ✓	1968	1978	1988
1959 ✓	1969	1979	1989
1960 ✓	1970	1980	1990

Printed holdings  
card showing  
volumes in  
library indicated  
by checking years  
received

AGRICULTURAL CREDIT - U.S.  
HG 2051 U.S. Farm Credit Administration.  
U5 A57 Annual report.  
Washington, U.S. Govt. Print. Off., 1934-

For volumes in library, see main entry.

Subject added  
entry for serial  
without holdings  
statement

R CORPORATIONS, AMERICAN - DIRECTORIES  
HG 4538 Directory of American firms operating in foreign  
D5 countries.  
New York, World Trade Academy Press, 1966-

For volumes in library, see main entry.

Subject added  
entry for serial  
entered under  
title without  
holdings statement

317 The World almanac and book of facts.  
New York, New York World Telegram, 1953-58

6 v. 20cm.

Library has:

v.68, 1953  
v.69, 1954  
v.70, 1955  
v.71, 1956  
v.72, 1957  
v.73, 1958

Main entry  
for serial  
indicating  
holdings of  
the library

813.08 Best American short stories and the yearbook of  
the American short story. Boston, Houghton,  
1951-56

4 v. 20cm.

Library has:

1951  
1953  
1955  
1956

Main entry  
for serial  
indicating  
holdings of  
the library

920 Who's who in America; a biographical dictionary of  
notable men and women. Chicago, A.N. Marquis,  
1952-57

3 v. 21cm.

Library has:

v.27, 1952-53  
v.28, 1954-55  
v.29, 1956-57

Main entry  
for a serial  
published  
biennially

317.3 U.S. Bureau of the Census.  
 The statistical abstract of the United States.  
 Washington, U.S. Govt. Print. Off., 1953-58

6 v.

Library has:

v.74. 1953  
 v.75. 1954  
 v.76. 1955  
 v.77. 1956  
 v.78. 1957  
 v.79. 1958

Main entry  
 for a serial  
 having an  
 author

920 U.S. - BIOGRAPHY  
 Who's who in America; a biographical dictionary  
 of notable men and women. Chicago, A.N.  
 Marquis, 19

v. 21cm.

For volumes in library, see main entry.

Added entry  
 for serial  
 without  
 "Library has"  
 note

## ANALYZED SERIALS

Occasionally the individual volumes of a serial would be more useful to the library if they were represented by subject and title cards as well as being represented as volumes in a serial. Examples are the individual volumes of the Reference shelf and the various volumes of the Yearbook of the U.S. Dept. of Agriculture. A serial card is made for the whole set following the pattern already set forth. A notation Analyzed is put on the back of the main entry and the shelf card.

630.61 U.S. Dept. of Agriculture.  
 The yearbook of agriculture. Washington, D.C.,  
 U.S. Govt. Print. Off., 1954  
 (v. 24cm.  
 Library has:  
 1954

Main entry for  
 serial having  
 each volume  
 devoted to a  
 single topic

Analyzed.

Tracing for a  
 serial set with  
 each volume  
 having also its  
 own set of cards

A main entry and set of cards is made for each volume in an analyzed serial set, just as if it were being cataloged as a separate item. The call number of the volume will be determined by the classification of the whole set instead of the subject matter of the individual volume. The card for the volume being analyzed will carry as its series note the name and volume number of the set to which it belongs.

The tracing will be made just as for any separate work, except that there will never be a series added entry. The shelf cards for the various volumes of an analyzed serial set will be filed in volume number order immediately following the shelf card for the complete set.

630.61 U.S. Dept. of Agriculture.  
 Unit Marketing; the yearbook of agriculture.  
 1954 [Washington, D.C.] U.S. Govt. Print. Off. [1954]  
 506p. illus., maps. 24cm. (Its Yearbook,  
 1954)

Main entry for  
 an individual  
 volume of an  
 analyzed serial

FARM PRODUCE - MARKETING

Tracing for  
 above volume  
 of an analyzed  
 serial

FARM PRODUCE - MARKETING  
 630.61 U.S. Dept. of Agriculture.  
 Unit Marketing; the yearbook of agriculture.  
 1954 [Washington, D.C.] U.S. Govt. Print. Off. [1954]  
 506p. illus., maps. 24cm. (Its Yearbook,  
 1954)

Subject card  
 for individual  
 volume of a  
 serial

808.5 The Reference shelf. New York, H.W. Wilson,  
1957-58

3v. 20cm.

Library has:

v.29, no.5

v.29, no.6

v.30, no.1

Main entry for  
serial having  
volumes dealing  
with specific  
subjects

808.5 McClellan, Grant S  
Refe U.S. foreign aid, edited by Grant S. McClellan.  
v.29 New York, H.W. Wilson, 1957.  
no.5 216p. 20cm. (Reference shelf, v.29, no.5)

Includes bibliography.

Main entry for  
an individual  
volume of  
analyzed serial  
entered under  
its editor

○

ECONOMIC ASSISTANCE, AMERICAN  
TECHNICAL ASSISTANCE, AMERICAN  
MILITARY ASSISTANCE, AMERICAN  
Title.

Tracing for  
individual  
volume of  
analyzed  
serial

## SETS OF BOOKS

A set of books is composed of two or more volumes which have a title in common and are bound in uniform or similar binding. The volumes of a set may be published at the same time or at different times; they may be unified by sharing the same authorship or they may be written by different authors. They are usually issued by the same publisher. If a set has a distinctive title likely to be well known, and a general index, the cataloger will catalog the set as a whole to keep all of the volumes together on the shelf. If each volume has a distinctive title, title analytics may be made for each. Imprint dates, and the number of volumes in the collation of a set in the process of publication are given in pencil so that it may be easily changed. When the set is completed these items may be typed on the card.

808.8 Eberhart, Wilfred, ed.  
 Reading-literature, by Wilfred Eberhart, Irma  
 Dick Swearingen [and] Bernice E. Leary. Rev.  
 Evanston, Ill., Row, Peterson [1955]  
 3v. illus. 26cm.

Contents.- v.1. Your world.- v.2. Your  
 country.- v.3. Your life.

Main card for  
 a completed  
 set of books

Your world.  
 808.8 Eberhart, Wilfred, ed.  
 Reading-literature, by Wilfred Eberhart, Irma  
 Dick Swearingen [and] Bernice E. Leary. Rev.  
 Evanston, Ill., Row, Peterson [1955]  
 3v. illus. 26cm.

Contents.- v.1. Your world.- v.2. Your  
 country.- v.3. Your life.

Title analytic  
 for the title  
 of single volume  
 of a set of books

428.6 Johnson, Eleanor Murdoch, 1892- ed.  
 Treasury of literature: read-text series;  
 selected and ed. by Eleanor M. Johnson and Leland  
 B. Jacobs. Columbus, Ohio, C.E. Merrill [1954-  
 4 v. illus. 24cm.

Contents.- [grade 3] Treat shop.- [grade 4]  
 Magic carpet.- [grade 5] Enchanted isles.-  
 [grade 6] Adventure lands.

(Continued on next card)

Main card for  
 set of books  
 not yet complete

428.6 Johnson, Eleanor Murdoch, 1892- ed.  
 Treasury of literature. [1954- ] (Card 2)

428.6 \_\_\_\_\_ Teacher's manual. Columbus, Ohio, C.E.  
 Merrill [1954-  
 4 v. illus.

Cover title.  
 Includes bibliographies.

Extension card.  
 Dashed on entry  
 for supplementary  
 title

## PHOTOGRAPHIC REPRODUCTIONS

With increasing frequency works are being produced by photographic means, both in macroform and microform. This is significant for the book cataloger when the chief purpose of the reproduction is to make the work available in its original appearance. Instructions for cataloging microforms will be offered in a section dealing with non-book materials. Simple reprints, with or without identical title pages, do not require special handling. However, works issued by a new publisher for the purpose of producing a duplicate of an earlier edition are cataloged in such a way as to make this relationship clear.

If there is a new title page, it is used to supply material for the body of the card; otherwise the reproduction of the original title page is used. In this case the original imprint is followed by the new imprint, inclosed in brackets, if it does not appear on the title page. No special treatment is required in constructing the collation. Any information concerning the book that should be conveyed to the potential user is given in a note.

92 Cibber, Colley, 1671-1757.  
Cibb An apology for the life of Mr. Colley Cibber, written by himself. A new ed., by Robert W. Lowe. London, J.C. Nimmo, 1889. New York, AMS Press, 1966.  
2v. illus., ports. 22cm.

Main entry for photographic reproduction having new imprint on title page

821 Willobie his Avisas.  
Willoby his Avisas; or, The true picture of a modest maide and of a chaste and constant wife. Fifth time corr. and augm. London, W. Stansby, 1635. [Ann Arbor, Mich., University Microfilms, 196-?]

Main entry for photographic reproduction lacking new imprint on title page

## AUTHORITY FILES

Libraries may set up and maintain authority files to record the latest acceptable forms for author entries. They may also have authority files for subject headings appearing in the catalogs and the reference cards made to aid the library's public in using the subject headings. Small libraries may consider their card catalog to be the authority for the form of an author's name to be used, but they will wish, in any case, to keep a record of the cross references they have made. This record becomes, then, an authority file for entries needing cross references. The file will include for every entry duplicates of the cross references made for the public catalog as well as a card clearly indicating the references made. For example:

De Cervantes Saavedra, Miguel  
 see  
 Cervantes Saavedra, Miguel de, 1547-1616.

Cross reference  
 made for both  
 catalog and  
 authority file

Saavedra, Miguel de Cervantes  
 see  
 Cervantes Saavedra, Miguel de, 1547-1616.

Cross reference  
 made for both  
 catalog and  
 authority file

Cervantes Saavedra, Miguel de, 1547-1616.  
 x: De Cervantes Saavedra, Miguel  
 x: Saavedra, Miguel de Cervantes

Author authority  
 file card  
 showing cross  
 references made

## AUTHORITY FILES - SUBJECT

Some libraries keep a record of the subjects used in the catalog by putting pencil checkmarks by the subject in the published list of headings. The advantage of such simplicity is questioned, however, when a new edition of the subject heading list demands complete comparison with the earlier list before it can be used. Very small libraries may be able to use their catalog without maintaining an authority file but most libraries will wish to record each new subject on a card when it first occurs. Duplicates of "see" and "see also" cards made for the public catalog, as well as cards showing the references that have been made, all go together to make up the subject authority file. This is especially helpful in keeping "see also" references up to date since the cataloger would refer users at any one time only to those subjects on which the library has material. As the library grows the new subjects will need to be added to the "see also" cards already in the catalog. Such additions are always made in conformity with directions in the subject heading list being used by the library.

SECONDARY EDUCATION

see

EDUCATION, SECONDARY

Subject cross  
reference made  
for catalog  
and authority  
file

EDUCATION, SECONDARY

x SECONDARY EDUCATION    xx HIGH SCHOOLS  
x SECONDARY SCHOOLS

Card for subject  
authority file  
showing see  
references and  
see also references  
made to the same  
subject

### NON-BOOK MATERIALS

Since the present day library has developed from a book center to a learning center, it is inevitable that the librarian will be responsible for organizing many forms of materials. The filmed materials may include moving pictures, filmstrips, microfilm, microfiche, transparencies, and slides. There may be recorded materials such as disc recordings, tape recordings, and wire recordings. Printed materials, in addition to books, may include maps, charts, pictures, microcards and a host of programmed learning materials that sometimes defy description. The principles of cataloging all forms remain the same; the problem is to make a satisfactory adaptation of conventional cataloging practices to represent the various forms adequately for the user.

## NON-BOOK MATERIALS - RECORDINGS

The material presented here is, except for a minor variation in punctuation, a summary of the instructions for cataloging recordings as given in Anglo-American Cataloging Rules, p. 321-328.

Main entries for recorded materials are established in the same way as for printed materials. In other words, the recorded words of an author are entered under the author; recorded music of a composer, under the name of the composer; recorded works from many sources, under the title. For disc recordings the source of information used on the catalog card is the disc label or album cover, whichever offers more of the information needed to build a catalog card. If disc labels are being used as the authority, the labels on both sides of a record are considered in the same way as the double spread of a title page. The card form is the same for recordings as for a book, except that following the complete title, the word Phonodisc is inserted, enclosed in parentheses. Recordings may also be in the form of tapes, wires, cylinders or rolls. In these instances the terms phonotape, phonowire, phonocylinder, and phonoroll are used in the same way as the term phonodisc.

The imprint for a record consists of the trade name of the record or the producer followed by the album number. If the records have also disc numbers, these are recorded in parentheses after the album number.

It is customary in many libraries to assign a call number to recordings in order of accession with an appropriate symbol denoting the form of material as D, D, D, ...D, D, etc.

1 2 3 15 16

As for books, the complete set of cards will consist of the main entry, shelf card and any needed added entry cards.

D 1125	Shakespeare, William, 1564-1616. Troilus and Cressida (Phonodisc) London A4413 (X5440-5443) 2 albums (8s.) 12in. 33 1/3rpm.
-----------	--

822

Recording of a play entered under author. Shows trade name of recording with album number and disc numbers

D  
560

Teller, Edward, 1908-

The size and nature of the universe. The theory of relativity (Phonodisc) Directed by Arthur Luce Klein. Spoken Arts 735 (H8-OP-8240--H8-OP-8241)

2s. 12in. 33 1/3rpm.

"Presented in collaboration with General Dynamics Corporation."

500

Main entry for disc recording. Title taken from both sides

D  
563

Anglo-American folk songs (Phonodisc) Folkways Records FP37.

2s. 10in. 33 1/3rpm.

Cover title: Anglo-American ballads. Hermes Nye, with guitar.

784

Title main entry for phonodisc

D  
784

Sibelius, Jean, 1865-1957.

[Symphony, no.2, op.43, D major, (Phonodisc) Symphony no.2 in D major, op.43. Columbia ML5207.

2s. 12in. 33 1/3rpm. (Columbia master-works)

Philadelphia Orchestra; Eugene Ormandy, conductor.

785

Main entry for a musical recording, entered under composer and using uniform title

D  
526 Loewe, Frederick, 1904-  
[My fair lady. Selections,] (Phonodisc)  
My fair lady. Book and lyrics; Alen Jay Lerner.  
Columbia OL5090.  
2s. 12in. 33 1/3rpm. (Columbia masterworks)  
  
Starring Rex Harrison and Julie Andrews.  
"Adapted from Bernard Shaw's Pygmalion."  
  
782

Main entry for recording of a musical work is under composer. Selections from the complete work

D  
593 Goethe, Johann Wolfgang von, 1749-1832.  
Jugendlyrik und Balladen (Phonodisc) Deutsche  
Grammophon Gesellschaft LPMS43008.  
2s. 12in. 33 1/3rpm. (Literarisches Archiv)  
  
831

Main entry for recording in German

D  
225 Dale, Edgar, 1900-  
The improvement of teaching through audiovisual materials (Phonodisc) By Edgar Dale and James D. Finn. Educational Recording Services.  
2s. 12in. 33 1/3rpm. (Educational growth series)  
  
371

Main entry for recording with joint authorship

D  
399 Dukas, Paul Abraham, 1865-1935.  
[L'apprenti sorcier,] (Phonodisc)  
The sorcerer's apprentice, L'apprenti sorcier.  
Scherzo d'apres une ballade de Goethe. Victor  
LM118.  
1s. 12in. 33 1/3rpm.  
  
785

Main entry for recording showing uniform title

People having an author relationship with a recording are usually placed in the body of the card, while performers are mentioned in a note.

<p>D 53</p>	<p>Wilde, Oscar, 1854-1900. The happy prince (Phonodisc) Adapted and directed by Orson Welles; musical score composed by Bernard Hermann and directed by Victor Young. Decca DA-420 (DA40007-DA40008) 4s. 10in. 78rpm. (Specialty series)</p> <p>Eing Crosby and Orson Welles, narrators, with supporting cast.</p> <p style="text-align: right;">Fiction</p>	<p>Main entry showing authors in body of card; performers in a note</p>
<p>D 23</p>	<p>Andersen, Hans Christian, 1805-1875. Stories (Phonodisc) Tr. and told by Paul Leyssac with sound effects. Bluebird BC10 (B515-B517) 6s. 10in. 78rpm.</p> <p>Contents.- The emperor's new clothes.- The steadfast tin soldier.</p> <p style="text-align: right;">Fiction</p>	<p>Main entry showing translator in body of card</p>
<p>D 104</p>	<p>Bible stories for children (Phonodisc) Capitol DB-94 (25019-25020) 4s. 10in. 78rpm. (Children's series)</p> <p>Claude Rains, narrator. Contents.- Noah and the ark.- Moses in the bulrushes.</p> <p style="text-align: right;">220</p>	<p>Title main entry for recording. Performer mentioned in note</p>

## COLLATION

The collation of a phonodisc consists of the number of sides, the size (diameter in inches) and the playing speed, represented by the number of revolutions per minute. Two typewriter spaces are left after the first and second components. If there is more than one album, this is indicated in addition to the number of sides in the following form: 3 albums (12s.). The collation of a sound filmstrip is expressed in the following form: 1/8fr. color and phonodisc: 2s. 12in. 33 1/3rpm.

D  
339 Wilde, Oscar, 1854-1900.  
The importance of being Earnest (Phonodisc)  
Theatre Masterworks GRC2506.  
4s. 12in. 33 1/3rpm.

822

Recording collation  
showing number of  
sides, size and  
speed of playing

D  
19 The Voice of poetry (Phonodisc) Columbia M375,  
M419 (17151D-17156D, 17207D)  
2 albums (24s.) 10in. 78rpm.

808.81

Recording collation  
showing number of  
albums, size and  
speed of playing

G  
1502 Creating a home (Filmstrip) Home Fashions League,  
inc. of Illinois [1955] Produced by Dallas  
Jones.  
96fr. color and phonodisc: 2s. 16in.  
33 1/3 rpm.

G  
1502g \_\_\_ With guide.  
D  
49 \_\_\_ Accompanying disc.

Main entry for  
sound filmstrip  
showing recording  
as part of its  
collation

## NOTES

Notes are made for recordings in the same way as for books.

- |          |   |   |
|----------|---|---|
| D<br>249 | <p>Frost, Robert, 1874-1963.<br/>The runaway [and other poems] (Phonodisc)<br/>Library of Congress Recording Laboratory P29.<br/>2s. 12in. 33 1/3rpm. (Twentieth century<br/>poetry in English)</p> <p style="text-align: right;">811</p>   | Series note<br>on recording<br>card     |
| D<br>268 | <p>Ibsen, Henrik, 1828-1906.<br/>Hedda Gabler (Phonodisc) Theatre Masterworks<br/>GRC-861.<br/>6s. 12in. 33 1/3rpm.</p> <p>Eva La Gallienne with a supporting cast;<br/>Margaret Webster, narrator.</p> <p style="text-align: right;">839</p>   | Performers<br>indicated<br>in note      |
| D<br>277 | <p>Sing-a-song of presidents (Phonodisc)<br/>Written by Bob Weil and Dick Morros; arrange-<br/>ments by Arnold Holop. Records of Knowledge<br/>2001-2004.<br/>2 albums (8s.) 10in. 78rpm.</p> <p>Contents.- v.1. George Washington. John Adams.-<br/>Thomas Jefferson. James Madison.- James Monroe.<br/>John Quincy Adams.- Andrew Jackson. Martin Van<br/>Buren.- v.2. William H. Harrison. John Tyler.-</p> <p style="text-align: right;">(Continued on next card)</p> | Phonodisc card<br>with contents<br>note |

D  
277

Sing-a-song of presidents (Phonodisc) (Card 2)

James Polk. Zachary Taylor.- Millard Fillmore.  
Franklin Pierce.- James Buchanan. Abe Lincoln.

Extension card  
for phonodisc  
card with  
contents note

D  
1197

Welty, Eudora, 1909-

Eudora Welty reading from her works (Phonodisc)  
Caedmon TC1010.  
2s. 12in. 33 1/3rpm.

Contents.- Why I live at the P.O.- A worn path.  
A memory.

Fiction

Phonodisc  
contents  
note

## NON-BOOK MATERIALS - RECORDINGS - ADDED ENTRIES

Added entries for recordings are traced and made in the same way as for books.

D  
225

Finn, James D                   jt. author.  
Dale, Edgar, 1900-  
The improvement of teaching through audio-  
visual materials (Phonodisc) By Edgar Dale and  
James D. Finn. Educational Recording Services.  
2s. 12in. 33 1/3rpm. (Educational growth  
series)

Joint author  
added entry

371

D  
339

The importance of being Earnest.  
Wilde, Oscar, 1854-1900.  
The importance of being Earnest (Phonodisc)  
Theatre Masterworks GRC-2566.  
1/2s. 12in. 33 1/3 rpm.

Title added  
entry

822

D  
972

Doctor Zhivago.  
Pasternak, Boris Leonidovich, 1890-1960.  
Poems from Doctor Zhivago (Phonodisc) Spoken  
Arts 756.  
2s. 12in. 33 1/3rpm.

Title added  
entry for title  
different from  
label title

Read in Russian by Tatiana Probers.

891

D  
560

The size and nature of the universe.

Teller, Edward, 1908-

The size and nature of the universe. The theory of relativity (Phonodisc) Directed by Arthur Luce Klein. Spoken Arts 735 (H8-OP-8240--H8-OP-8241)

2s. 12in. 33 1/3rpm.

500

Title entry  
for side one  
of a phonodiscD  
560

The theory of relativity.

Teller, Edward, 1908-

The size and nature of the universe. The theory of relativity (Phonodisc) Directed by Arthur Luce Klein. Spoken Arts 735 (H8-OP-8240--H8-OP-8241)

2s. 12in. 33 1/3rpm.

500

Title added  
entry for side  
two of a  
phonodiscD  
268

Hedda Gabler.

Ibsen, Henrik, 1828-1906.

Hedda Gabler (Phonodisc) Theatre Masterworks GRC-861.

6s. 12in. 33 1/3rpm.

Eva La Gallienne with a supporting cast;  
Margaret Webster, narrator.

839

Title added  
entry for  
a drama  
recordingD  
28

Leyssac, Paul.

Andersen, Hans Christian, 1805-1875.

Stories (Phonodisc) Tr. and told by Paul Leyssac. Bluebird BC10 (B515-B517)

6s. 10in. 78rpm.

Fiction

Added entry for  
translator and  
narrator

D  
104 BIBLE - STORIES  
Bible stories for children (Phonodisc) Capitol  
DB-94 (25019-25020)  
4s. 10in. 78rpm. (Children's series)  
  
Claude Rains, narrator with orchestra.

Subject  
added entry

220

D  
277 PRESIDENTS - U.S.  
Sing-a-song of presidents (Phonodisc)  
Written by Bob Weil and Dick Morros; arrange-  
ments by Arnold Holop. Records of Knowledge  
2001-2004.  
2 albums (8s.) 10in. 78rpm.  
  
For contents, see main entry.

Subject added  
entry using  
short form of  
unit card

784

D  
526 Lerner, Alan Jay, 1918-  
Loewe, Frederick, 1904-  
My fair lady. Selections, (Phonodisc)  
My fair lady. Book and lyrics: Alan Jay  
Lerner. Columbia OL5090.  
2s. 12in. 33 1/3rpm. (Columbia masterworks)  
  
Starring Rex Harrison and Julie Andrews.  
"Adapted from Bernard Shaw's Pygmalion."

Librettist added  
entry for  
recording of a  
musical comedy

782

## NON-BOOK MATERIALS - RECORDINGS - TAPE RECORDINGS

Tape recordings are handled in the same way as disc recordings with respect to entry. Since there is no label, and frequently no permanent container, from which to transcribe the title, it is usually taken from the introduction heard on the tape. In some cases the cataloger must supply a title, which is then enclosed in brackets. The term Phonodisc in parentheses is added after the title. The imprint consists of the name of the producer and the date. Since tapes are often records of addresses, public occasions, and actual happenings, the date may be specific as to month and day, in addition to the year.

The collation is made up of the number of reels, diameter of the reel in inches and the playing speed. Usual speeds, which indicate the number of inches of tape played per second are 3 3/4, 7 1/2 and 15.

Call numbers for tape recordings may be assigned similarly to the plan for disc recordings, possibly using the symbol T; for example: T, T, T, etc.

1 2 3

T  
270

Jacobs, Leland Elair, 1907-  
Expanding horizons through literature (Phono-  
tape) Ball State Teachers College, Apr. 17, 1953.  
1 reel. 7in. 3 3/4in. per sec.

Plastic; single track.  
Recorded at the spring conference of the  
Indiana School Librarians Association.

Main entry  
for tape  
recording.  
Note indicates  
occasion

T  
1019

Freud, Anna, 1895-  
On aggression (Phonotape) Sound Seminars, 1963.  
1 reel. 5in. 3 3/4in. per sec.

Main entry  
for tape  
recording

T  
964

A Tribute to the President of the United States,  
John F. Kennedy (Phonotape) Ball State  
Teachers College, Nov. 25, 1963.  
1 reel. 7in. 3 3/4in. per sec.

Title main  
entry

Memorial service sponsored by the Religious

## AUDIO-VISUAL MATERIALS - FILMSTRIPS

Both filmstrips and moving pictures are entered under title as main entry since both are ordinarily made by production organizations and represent the work of many individuals working together. As a result the cards are always in hanging indention form, with the title beginning at first indention and the second line and successive lines of the body of the card beginning at second indention. The term Filmstrip in parentheses follows the title. The imprint of both films and filmstrips usually consists of the producer and the date. Occasionally different firms may be responsible for editorial supervision, for production, or for distribution. In such a case both may appear on the catalog card. No information in the body of the card will be bracketed if it is secured from the container, or the accompanying text or user's manual. The collation of a single filmstrip will show the number of frames, using the abbreviation fr. for the term, and color will be indicated when appropriate. For a set of filmstrips the collation will show the number in the set. The number of frames in each strip of a set may be shown in the contents note immediately following each title in the set.

The usual practice is to assign consecutive accession numbers to filmstrips in conjunction with a chosen symbol, as G, G, G, etc.

1 2 3

Added entries are made as necessary in the usual pattern.

G 25	The wonder of the steam engine (Filmstrip) Eye Gate House, 1952. 25fr. color. (The wonderland of science, 1)	Color filmstrip main entry
G 1179	Nouns and their uses (Filmstrip) Young America Films, 1952. 58fr. color. (Fundamentals of English series no. 1)	Color filmstrip main entry with series note

G  
2137 We work with clay (Filmstrip) Encyclopaedia  
Britannica Films, 1953. Made by W.P. Gottlieb  
Co.  
47fr. color. (Art in our classroom)

Filmstrip  
produced and  
distributed by  
different firms

G  
1281 The story of American sport (Filmstrip) Yale  
University Press Film Service, 1956.  
40fr. (Pageant of America filmstrip, no.22)

Main entry black  
and white film-  
strip showing notes  
indicating accom-  
panying guide and  
related publication

G  
1281t With Teachers guide.  
Correlated with the Pageant of America.

G  
2224 The architecture of Frank Lloyd Wright (Filmstrip)  
Museum of Modern Art. Released by H.E. Budek  
Co., 1954.  
5 filmstrips.

Main entry for  
filmstrip showing  
both producer and  
distributor in  
body of the card

G  
2249 Earth science series; weather and climate (Film-  
strip) Ward's Natural Science Establishment,  
1964.  
6 filmstrips. color.

Contents.- 1. Atmosphere and its interpretation.  
64fr.- 2. Our air conditioned earth. 60fr.- 3. Our  
changing weather. 66fr.- 4. Our stormy planet.  
62fr.- 5. Castles in the air. 61fr.- 6. Climates  
of the world. 58fr.

Main entry  
for set of  
filmstrips

(Continued on next card)

G  
2249 Earth science series; weather and climate (Film-  
strip) 1964. (Card 2)

Container title for pt.5: Castles in the sky.

G  
2249t \_\_\_ With teaching guide.

Extension card  
for main entry  
showing note  
indicating  
variant title

Sound filmstrips are cataloged from the standpoint of the filmstrip, with the disc appearing as part of the collation, for example: 60fr. and phonodisc: 1s. 12in. 33 1/3rpm. For a color filmstrip use the following form: 52fr. color and phonodisc: 1s. 12in. 33 1/3rpm. The location of the recording is indicated in a note. A complete set of cards is made for the filmstrip. A shelf card only is made for the disc or tape supplying the sound.

G  
1410 Introduction to the insects (Filmstrip) U.S.  
Public Health Service [1953]  
67fr. color and phonodisc: 1s. 16in.  
33 1/3rpm.

D  
46 \_\_\_ Accompanying disc.

Main entry of  
sound filmstrip  
showing collation  
of strip and disc

G  
1729 Exploring Turkey (Filmstrip) International  
Communications Foundation [1959]  
7 filmstrips. color and 4 phonodiscs: 7s.  
12in. 33 1/3rpm.

Contents.- pt.1-2. History of Asia Minor. 72,  
64fr.- pt.3-4. City life. 56,51fr.- pt.5-6. Village  
life. 53,58fr.- pt.7. Art of Asia Minor. 85fr.

D  
1770 \_\_\_ Accompanying disc.

Main entry for  
sound filmstrip  
with more than  
one disc

G  
1420

A new look at the superintendency of education (Filmstrip) Made by Center [for] Improving Group Procedures, Teachers College, Columbia University. Released by Council for Administration Leadership, 1955.  
53fr. color and phonotape: 1 reel. 5in. 7 1/2in. per sec.

Main entry for sound filmstrip with tape

T  
767

\_\_\_ Accompanying tape.

D  
46

Introduction to the insects (Phonodisc) Allied Record Manufacturing Co. [for U.S. Public Health Service] F17348.  
1s. 16in. 33 1/3rpm. (Public health records)

Shelf card for disc accompanying filmstrip

Call number of accompanying filmstrip: G  
1410

T  
767

An analysis of the role of the chief school administrator (Phonotape) Council for Administrative Leadership [1961?]  
1 reel. 5in. 7 1/2in. per sec.

Shelf card for tape accompanying filmstrip

Call number of accompanying filmstrip: G  
1420

G  
1395

ODYSSEUS  
Ulysses and Circe (Filmstrip) Society for Visual Education [1956]  
44fr. color. (Hero legends of many lands)

Subject added entry

G 134	Filmstrip on current affairs, Jan., 1961. China: communism in Asia (Filmstrip) New York Times, Office of Educational Activities, ©1961. 59fr. (Filmstrip on current affairs, January, 1961)	Series added entry
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If the word Filmstrip is not a part of the name of a filmstrip series, it is added in parentheses after the name of the series. It is followed by the number of the filmstrip in the series.

G 1179	Fundamentals of English series (Filmstrip) no.1. Nouns and their uses (Filmstrip, Young America Films, ©1952. 58fr. color. (Fundamentals of English series, no.1)	Series added entry for series not having the word <u>filmstrip</u> in its title
-----------	---	---

G 231	Bradfield, Margaret, illus. Cinderella (Filmstrip) Story adapted and illus- trated by Margaret Bradfield. Young America Films, ©1947. 49fr. color.	Illustrator added entry for filmstrip
----------	--	---

G 1388	Cooper, Robert Holiday, 1901- Bringing Indiana into the classroom (Filmstrip) Produced by Robert H. Cooper and Earl A. Johnson. Released by Science Education Film Service [1956, 6 filmstrips. color.	Added entry for person as producer of filmstrip
-----------	---	--

G  
2523      Atkinson, Eleanor Stackhouse, 1863-1942.  
            Greyfriar's Bobby.  
            Greyfriar's Bobby finds a home (Filmstrip)  
            Encyclopaedia Britannica Films, '1961.  
            55fr. color. (Walt Disney dog stories)

Author-title  
added entry for  
literary work  
on which film-  
strip is based

G  
366      Bible.  
            Noah and the ark (Filmstrip) Story adapted by  
            Edith Thacher Hurd; illus. by Clement Hurd.  
            Young America Films, '1947.  
            45fr. color.

Anonymous classic  
added entry for  
work on which a  
filmstrip is based

Analytic subject and title entries may be made for individual strips  
within a set.

G  
530      Using good English (Filmstrip) Society for  
            Visual Education, 1956.  
            4 filmstrips. color.  
  
            Contents.- pt.1. Building good sentences. 40fr.-  
            pt.2. Using plurals correctly. 39fr.- pt.3. Posses-  
            sives, contractions and abbreviations. 40fr.- pt.4.  
            Using capital letters and abbreviations. 43fr.

Main entry  
for set of  
filmstrips

ENGLISH LANGUAGE - GRAMMAR  
Title analytics for contents.

Tracing for set  
of filmstrips

G  
530  
pt.1 Building good sentences.  
Using good English (Filmstrip) Society for  
Visual Education, 1956.  
4 filmstrips. color.

Partial contents.- pt.1. Building good  
sentences. 40fr.

Title analytic  
for single part  
for set showing  
partial contents

G  
1867 The story of the universe, unit 2: The solar  
system (Filmstrip) Films for Education, °1959.  
6 filmstrips. color.

Contents.- 1. Introduction to the solar system.  
61fr.- 2. Mercury and Venus. 44fr.- 3. Mars. 49fr.-  
4. The giant planets: Jupiter, Saturn, Uranus and  
Neptune. 80fr.- 5. Between the planets. 63fr.- 6.  
Our sun. 48fr.

Main entry for  
set of filmstrips

G  
1867  
pt.6 SUN  
The story of the universe, unit 2: The solar  
system (Filmstrip) Films for Education, °1959.  
6 filmstrips. color.

Partial contents.- 6. Our sun. 48fr.

Subject analytic  
for single strip  
in set using  
partial contents  
note

G  
1867  
pt.4 The giant planets.  
The story of the universe, unit 2: The solar  
system (Filmstrip) Films for Education, °1959.  
6 filmstrips. color.

Partial contents.- 4. The giant planets: Jupi-  
ter, Saturn, Uranus and Neptune. 80fr.

Title analytic  
for single strip  
in set using  
partial contents  
note

## AUDIO-VISUAL MATERIALS - FILMS

The cataloging of films and filmstrips is similar with respect to determination of entry and the content of the body of the card. The term Motion picture in parentheses follows the title. The imprint consists of the producer and the date. The collation consists of the playing time in minutes, followed by the sound indication and the color indication. If no color is indicated it is assumed the moving picture is in black and white. Since all educational films are 16mm. wide, it will not be necessary to include the width in the collation. The same principles and possibilities obtain for films as for filmstrips as far as making sets of cards, tracings and added entries.

Films are ordinarily organized in a consecutive accession order with a chosen symbol, as M, M, M, etc.

1 2 3

M  
25

Discovering perspective (Motion picture) Film  
Associates of California, ©1962.  
14min. sd. color.

Main entry for  
a sound color  
motion picture

M  
270

Printing through the ages (Motion picture) Brit-  
ish Ministry of Education. Released in U.S. by  
Encyclopaedia Britannica Films, ©1950.  
13min. sd.

Main entry for  
black and white  
sound film

M  
157

FICTION - HISTORY AND CRITICISM  
The novel: What it is, what it's about, what it  
does (Motion picture) Encyclopaedia Britan-  
nica Films, ©1962.  
35min. sd. color. (The humanities, series 2)

Subject added  
entry for  
film

M  
158      The humanities, series 2 (Motion picture)  
The novel: Early Victorian England and Charles  
Dickens (Motion picture)    Encyclopaedia  
Britannica Films, '1962.  
34min. sd. color. (The humanities, series 2)

Series added  
entry for  
film

M  
168      Shakespeare, William, 1564-1616.  
Hamlet.  
What happens in Hamlet (Motion picture)    Encyclo-  
paedia Britannica Films, '1959.  
29min. color. (The humanities: Hamlet)

Added entry  
for literary  
work on which  
film is based

M  
114      New York. State University, Buffalo.  
History of the English language (Motion picture)  
University of Buffalo [1957]  
30min. sd. (Language and linguistics, no.10)

Added entry for  
institution  
responsible for  
the film

## AUDIO-VISUAL MATERIALS - SLIDES

Slides may be cataloged by applying the principles for organizing other filmed materials. As a rule, slides are produced in sets and will serve the purposes of the user if they are cataloged as sets unless the set is so large and diverse that breaking it into subsets covering detailed topics would be more advisable. Because of considerations resulting from the storing of slides, many libraries will choose to assign the sets consecutive accession numbers together with a symbol chosen to designate the medium as S<sub>1</sub>, S<sub>2</sub>, S<sub>3</sub>, etc. Within each set successive numbers are given to indicate sequence. Slides are always entered under title as their production represents the composite effort of designers, artists, photographers and reproduction specialists. If no general title for the set is on the slides, it may need to be taken from a dealer's catalog or supplied by the cataloger. The term Slide in parentheses is used following the title. The imprint consists of the producer and date.

The collation consists of the number of slides in the set, the color indication, and the dimensions of the slides. The completion of the main entry and making of the set of cards follow the usual cataloging principles. Personal added entries are seldom made, but subject added entries are of great importance.

S

5

Insect homes (Slide) West Coast Visual Service  
 [n.d.]  
 12 slides. color. 2x2in.

Contents.- 1. Potter wasp.- 2. Almost mature wasp.- 3. Common dauber wasp.- 4. Open cells.- 5. Related mud dauber wasps.- 6. Butterfly home.- 7. Butterfly home, split home.- 8. Case bearer worms.- 9. Plant lice.- 10. Aphid reproduction.- 11. Aphid shells.- 12. Thread waisted wasp.

Main entry for  
 set of slides,  
 date unknown

S  
2      Animal kingdom (Slide)    General Biological Supply  
         House [1957]  
         8 slides. color. 2x2in.

S  
2g      \_\_\_ With guide.  
         Contents.- 1. Protozoa.- 2. Porifera.-  
         3. Coelenterata.- 4. Worms.- 5. Arthropods.-  
         6. Mollusca.- 7. Echinodermata.- 8. Chordata.

Main entry  
for set of  
slides with  
guide

S  
20      DECORATION AND ORNAMENT, YUGOSLAVIAN  
         Yugoslavia: mediaeval frescoes (Slide)    UNESCO,  
         °1959.  
         30 slides. color. 2x2in. (UNESCO art slides,  
         series no.2)

S  
20g      \_\_\_ With guide.  
         For contents, see main entry.

Subject  
added  
entry

S  
20      MURAL PAINTING AND DECORATION  
         Yugoslavia: mediaeval frescoes (Slide)    UNESCO,  
         °1959.  
         30 slides. color. 2x2in. (UNESCO art slides,  
         series no.2)

S  
20g      \_\_\_ With guide.  
         For contents, see main entry.

Subject  
added  
entry

DECORATION AND ORNAMENT, YUGOSLAVIAN  
MURAL PAINTING AND DECORATION

Tracing  
on back of  
main entry

## NON-BOOK MATERIALS - MICROFILMS AND MICROCARDS

Since microfilms and microcards are, in fact, photoreproductions, they are entered and described in terms of the original appearance of the material. This means the entry is determined, the body of the card is completed and the collation is set down as if one were handling a book form publication. The type of reproduction is set forth in a note giving also any relevant data concerning circumstances of reproduction, such as the location of the copy from which the film was made and the imprint of the microfilm. A physical description of the reproduction follows. For microfilm this will be the number of reels. No size indication will be given since 35mm. is the prevalent size. The cataloger will determine a symbol for each type of medium and add items in consecutive accession order in each category, for instance K, K, K, etc. for microfilms and KC, KC, KC, etc. for microcards.

1 2 3

1 2 3

The completion of the set of cards by making the shelf card and any necessary added entries proceeds in accordance to the principles for cataloging.

K  
228 White, Alvin Merritt, 1923-  
Vocational education needs of the people of  
Dent County, Missouri. 1958.  
112p. illus.  
  
Thesis- University of Missouri.  
Microfilm copy of typescript. University  
Microfilms, 1958. 1 reel.

Main entry  
for microfilm  
copy of  
previously  
unpublished  
material

K  
237 Lincoln, Abraham, Pres. U.S., 1809-1865.  
Abraham Lincoln papers [series 1-3. n.d.]  
194v.  
  
Microfilm copies of originals in the Library  
of Congress. Library of Congress, 1959. 97 reels.  
(Presidential papers microfilm)

Main entry  
for microfilm  
showing location  
of original work,  
number of reels  
and series note

K  
231

Instrument Society of America Instrument-Automation  
Conference and Exhibit.

Proceedings of 16th annual Instrument-Automation  
Conference and Exhibit, 1961. Instrument Society  
of America, 1961.

2v. illus.

Microfilm. U[niversity], M[icrofilms], 1964.  
1 reel.

Main entry  
microfilm having  
corporate entry  
and supplied  
imprint in note

KC  
75

Beattie, James, 1735-1803.

Essays: on poetry and music, as they effect  
the mind; on laughter, and ludicrous composition;  
on the usefulness of classical learning. 3d ed.,  
corr. E. and C. Dilly, 1779.

515p.

Micro-opaque. University of Rochester Press,  
1957. 10 cards.

Main entry  
for microcard  
reproduction  
of single  
volume

KC  
71

McKenney, Thomas Loraine, 1785-1859.

History of the Indian tribes of North America  
with biographical sketches and anecdotes of the  
principal chiefs, by Thomas L. McKenney and James  
Hall. D. Rice, 1842-44.

3v. illus., maps.

Micro-opaque. L[ost], C[ause], P[ress], 1956,  
17 cards. (Nineteenth century American literature  
on microcards)

Main entry  
for microcard  
reproduction of  
several volumes  
having partially  
supplied imprint  
and series note

## NON-BOOK MATERIALS - MAPS

Because of their form and function maps require special consideration in applying cataloging principles. The complete map is considered as a title page and any available information on it may be used. Only information taken from outside sources must be bracketed.

The entry is determined by the person or body responsible for the map. The title may be supplied by the cataloger if none appears on the face of the map. The imprint consists of the place, publisher and date, in the usual form.

The collation for a single map will consist of the word map followed by its dimensions in centimeters. For a set of maps the number in the set will precede the term maps. For colored maps the abbreviated qualification col. is used preceding the word map. Typical collations are:

map 24x35cm.  
col.map 24x30cm.  
7 col.maps 25x35cm.

Large maps may need to be folded for storage. Typical collations for them would be:

map 81x67cm. fold. to 33cm.  
2 maps 75x90cm. fold. to 25x28cm. (For item with folded width exceeding height)

The designation map above the classification number will readily identify the type of material and indicate its location to the user.

<p>map 917.72 Indiana Council of Teachers of English. A literary map of Indiana, prepared by Indiana Council of Teachers of English [and] the Indiana College English Association. [Indianapolis?] 1956. col.map 17x28cm.</p>	<p>Main entry for single colored map</p>
---	--

Added entries may be traced and made to represent maps in the same way as for books.

<p>AMERICAN LITERATURE - INDIANA - MAPS Indiana College English Association. Title.</p>	<p>Tracing on back of main entry for map</p>
---	--

The subdivision MAPS may be added to a subject heading.

map  
917.72 AMERICAN LITERATURE - INDIANA - MAPS  
Indiana Council of Teachers of English.  
A literary map of Indiana, prepared by Indiana  
Council of Teachers of English [and] the Indiana  
College English Association. [Indianapolis?]  
°1956.  
col.map 17x28cm.

Subject added  
entry for map

map  
917.72 Indiana College English Association.  
Indiana Council of Teachers of English.  
A literary map of Indiana, prepared by Indiana  
Council of Teachers of English [and] the Indiana  
College English Association. [Indianapolis?]  
°1956.  
col.map 17x28cm.

Added entry  
for assisting  
organization

map  
917.72 A literary map of Indiana.  
Indiana Council of Teachers of English.  
A literary map of Indiana, prepared by Indiana  
Council of Teachers of English [and] the Indiana  
College English Association. [Indianapolis?]  
°1956.  
col.map 17x28cm.

Title added  
entry

map  
557.69 McFarlan, Arthur Crane, 1897-  
Geologic map of Lincoln County, Kentucky.  
Frankfort, Kentucky Geological Survey, 1929.  
map 81x67cm. fold. to 33cm. (Kentucky  
Geological Survey. Series 6, 1929)

Main entry  
for map,  
personal entry  
with series  
note

## NON-BOOK MATERIALS - PICTURES, PHOTOGRAPHS, DRAWINGS, CHARTS

It will often be possible to organize pictorial materials according to a subject scheme such as is used for pamphlets and other materials not of sufficient importance to justify individual cataloging. There may be times, however, when the subject scheme is not adequate; or, when the importance of the artist, or designer, make separate cataloging desirable. The pictorial representation should be entered under the name of the individual or body responsible for it; that is, works of individual artists, under the artist; works issued by corporate bodies, under the name of the body. Reproductions of originals are entered in the same way as originals. If no title appears on the work, the cataloger may supply an appropriate title. The imprint consists of the publisher, if it appears on the work, and a date. The date may be the date of execution, or publication. In the absence of a date on the piece the cataloger may supply an approximate date, in which case it will be enclosed in brackets.

The collation will consist of a term describing the item and its size in centimeters, height given first, except for photographs and transparencies, which are measured in inches. Typical collation statements are:

photo. 10x8in.  
col. photo. 10x8in.  
chart 60x72cm.  
drawing 20x30cm.  
engraving 25x35cm.

Added entries may be made for the names of persons or corporate bodies connected with the work, for subjects, and for titles as necessary.

769	Currier and Ives. The old homestead. By Fanny F. Palmer. Lith. by Currier & Ives. 1853. lithograph 25x35cm.
-----	--

Main entry  
for  
lithograph

917.755	Virginia. Dept. of Conservation and Economic Development. Mount Vernon. [1962?] photo. 8x10in.
---------	---

Main entry  
for photograph  
with probable  
date

557.64 Texas. University. Bureau of Economic Geology.  
Geologic section of Permian and Pennsylvanian  
Formations of North-Central Texas. [1945]  
chart 204x30cm. fold. to 24cm.

Main entry  
for chart

759.9492 Gogh, Vincent van, 1853-1890.  
Garden in Arles. 1888.  
engraving 16x30cm. (Artext print no.812)

Main entry  
for engraving

591 Animals in American history. Los Angeles,  
Audio-Visual Enterprises, 1959.  
8 col. plates 27x33cm. (Westward movement  
series)  
  
Contents.- 1. Grizzly bear.- 2. American bison.-  
3. California sea otter.- 4. Mule deer.- 5.  
American beaver.- 6. North American moose.- 7. Wild  
horse.- 8. North American wolf.

Main entry  
for set of  
study prints  
with contents  
note

ANIMALS - U.S.  
Title analytics for contents.

Tracing for  
set of study  
prints

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## APPENDICES

## STANDARD ABBREVIATIONS

The following abbreviations may be used on catalog cards except in transcribing a title or in quoted notes. An abbreviation consisting of a single letter is not used to represent the first word of a note. For a comprehensive list of acceptable abbreviations reference should be made to Anglo-American Cataloging Rules, Appendix III, p. 358.

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
accompaniment - - -	acc.	incorporated- - - -	inc.
arranged- - - - -	arr.	introduction- - - -	introd.
augmented - - - - -	augm.	Junior- - - - -	Jr.
Before Christ - - -	B.C.	leaf, leaves- - - -	l.
Brothers- - - - -	Bros.	limited - - - - -	ltd.
bulletin- - - - -	bull.	manuscript,-s - - -	ms., mss.
centimeter- - - - -	cm.	miscellaneous - - -	misc.
circa - - - - -	ca.	no date (of	
colored - - - - -	col.	publication)- - -	n.d.
Company - - - - -	Co.	number,-s - - - - -	no.
compare - - - - -	cf.	numbered- - - - -	numb.
copyright - - - - -	c.	page,-s - - - - -	p.
Corporation - - - -	Corp.	part,-s - - - - -	pt., pts.
corrected - - - - -	corr.	photograph,-s - - -	photo., photos.
County- - - - -	Co.	plate number- - - -	pl. no.
department- - - - -	dept.	portrait,-s - - - -	port., ports.
edited- - - - -	ed.	preface - - - - -	pref.
edition - - - - -	ed.	printing- - - - -	print.
enlarged- - - - -	enl.	pseudonym - - - - -	pseud.
folded- - - - -	fold.	publishing- - - - -	pub.
frontispiece,-s - -	front., fronts.	revised - - - - -	rev.
government- - - - -	govt.	Senior- - - - -	Sr.
Government Printing		series- - - - -	ser.
Office- - - - -	Govt. Print. Off.	supplement- - - - -	suppl.
id est- - - - -	i.e.	title page- - - - -	t.p.
illustration,-s - -	illus.	volume,-s - - - - -	v., vol., vols.
including - - - - -	incl.		

Abbreviations of the names of states of the United States and names not abbreviated

Ala.	Ky.	N.C.	Wis.
Alaska	La.	N.D.	Wyo.
Ariz.	Me.	Ohio	
Ark.	Md.	Okla.	
Calif.	Mass.	Or.	
Colo.	Mich.	Pa.	
Conn.	Me. Min.	R. I.	
Del.	Miss.	S.C.	
Fla.	Mo.	S.D.	
Ga.	Mont.	Tenn.	
Hawaii	Neb.	Tex.	
Idaho	Nev.	Utah	
Ill.	N.H.	Vt.	
Ind.	N.J.	Va.	
Iowa	N.M.	Wash.	
Kan.	N.Y.	W.Va.	

## FILING GUIDE

- I. Basic rule.
1. Arrange all entries, English and foreign, alphabetically according to the English alphabet.
  2. Arrange word by word, alphabetizing letter by letter to the end of the word. (This is the rule "nothing precedes something."  
Example: New York precedes Newark.)
- II. Items which are disregarded in filing.
1. The articles a, an and the in initial positions are disregarded, but when they appear elsewhere, they are given the same treatment accorded any other word. Articles in all languages are treated in the same manner.
  2. Designations such as comp., ed., illus., jt. author, pseud., and tr. when they appear in entries, are disregarded.
  3. Designations such as Sir and Gen., when they appear in inverted personal names are disregarded.
  4. Commas, periods, parentheses, apostrophes and other marks of punctuation.
- III. Abbreviations.  
Arrange abbreviations as if spelled in full.  
Examples: Mc or M<sup>c</sup> as if Mac  
St. as if Saint  
Dr. as if Doctor  
Mlle. as if Mademoiselle  
Mr. as if Mister  
Mrs. as if Mistress
- IV. Elisions.  
Arrange elisions in English as they are printed and not as if spelled in full. Example: O'mine not of mine. Treat as one word the contraction of two words resulting from an elision. Example: Who's is filed Whos, not Who is.
- V. Numerals.  
Arrange numerals in the titles of books as if spelled out in the language of the title. Spell numerals and dates as they are spoken, omitting the "and" except at a decimal point between two digits and in mixed numbers.  
Examples: 101 as one hundred one  
1812 as eighteen twelve, if a date; otherwise as eighteen hundred twelve.  
 $6\frac{1}{2}$  as six and one-half

VI. Signs and symbols.

Alphabet the ampersand (&) as "and", "et", "und", etc. according to the language used in the title.

VII. Hyphenated and compound words

Arrange hyphenated words as separate words if each word is a word in itself. If the first part is a prefix such as anti-, co-, etc., arrange as one word.

VIII. Compound names.

Arrange names consisting of two or more words, with or without a hyphen, as separate words, after the simple surname, interfiled in alphabetical order with titles and other headings beginning with the same word.

Examples: Hall, William  
Hall & Patterson  
HALL FAMILY  
HALL OF FAME  
Hall-Quest, Alfred  
Hall-Wood, Mary  
Haller, Arthur

IX. Names with a prefix.

Arrange a name with a prefix as one word. This includes such names as D'Arcy, Du Challu, Van Dyke, Van Loon, etc.

X. Forename entries.

Arrange a forename entry after the surname entries of the same name, interfiling with titles and other headings beginning with the same word. Include compound forename entries. Alphabet with regard to all words, articles and prepositions included.

Examples: Charles, David  
Charles, William  
Charles-Roux, Francois  
Charles. a title  
Charles Alexander, duke of Lorraine  
Charles, archduke of Austria  
Charles City, Iowa  
Charles II, duke of Lorraine

XI. Author entries.

1. Under an author's name, personal or corporate, arrange the items in two categories.
  - a. Main entries for works by the author, subarranged by title. Literary works may then be subarranged by publisher alphabetically.
  - b. Secondary entries for the author, subarranged by the main entry of the work.
  - c. Works about the author, subarranged by the main entry of the work.
2. The entries for two or more persons who have identical names are arranged chronologically by birth date.

XII. Subject entries.

1. Arrange a subject, its subdivisions, etc. in the following order:
  - a. Subject without subdivision.
  - b. Form, subject and geographical subdivisions, inverted subject headings, subject followed by a parenthetical term, and phrase subject headings interfiled in one alphabet, disregarding punctuation.
  - c. Period divisions under such subheads as History, Politics and government, and Foreign relations arranged chronologically.

XIII. Order of entries.

When the same word, or combination of words is used as the heading of different kinds of entries, arrange the entries alphabetically by the word following the entry word. Disregard kind of entry and form of heading, except as follows:

- a. Arrange personal surnames before the other entries beginning with the same word.
- b. Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.

Examples: Love, John L  
 LOVE, JOHN L  
 Love.  
     Smith, John.  
 Love.  
     Taylor, Robert.  
 LOVE  
     Williams, Thomas.  
 Love and beauty.  
 LOVE (IN THEOLOGY)  
 Love-letters.  
 A love match.  
 LOVE POETRY  
 LOVE - QUOTATIONS, MAXIMS, E.C.  
 Love songs, old and new.

XIV. Editions.

Card which are the same except for an edition number, i.e., 2d ed., 3d ed., or a notation such as rev. are filed in chronological order by publication date.

XV. The Bible.

1. Arrange all editions of the whole Bible (language, form, and subject) in one alphabet. Under each language, subarrange texts by date and then by version or editor.
2. Bible. Old Testament.  
 Arrange all divisions including the parts, in one alphabet; subarranging texts as above.
3. Bible. New Testament.  
 Arrange like Old Testament.
4. Bible. Titles, etc.

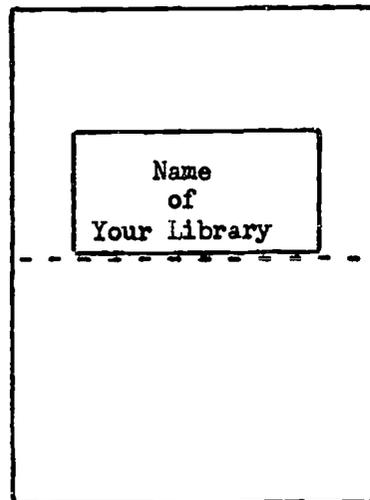
## SUGGESTED PROCESSING PROCEDURE

1. Arrange order cards alphabetically behind guide card, Outstanding Orders.
2. Arrange printed cards (if available) by sets alphabetically behind guide card, Printed Cards.
3. On arrival of books, add date received, and price to the order card.
4. Shelf books alphabetically by entry.
5. Cataloging procedure:
  - a. Remove order card from file. Put in front of book.
  - b. Remove printed cards from file. Put in front of book.
  - c. Compare description of book on printed card with book. If cards are not available, make a unit card using standard cataloging rules.
    - (1) Correct any differences on printed cards by changing such items as dates, editions, publishers, pages, etc.
  - d. Select the classification number.
    - (1) Scan the preface of the book and the table of contents.
    - (2) Confirm your selection by checking the shelf-list for type of book to which the same number has previously been assigned.
    - (3) Check other classifying aids when necessary.
    - (4) Write it in the book in pencil on the page after the title page.
  - e. Check form of subject headings with Sears, List of Subject Headings.
  - f. Prepare cards.
    - (1) Type the call number, subject headings, and any other added entry headings on the printed cards.
    - (2) Type source, date, and price, from order slip on the back of the shelf-list cards.
    - (3) Type book card and pocket.
    - (4) If analytics are to be typed, trace on back of main entry, and make the analytics.
  - g. Revise typing on all cards.
6. Remove catalog cards and order slip from the book.
  - a. Arrange shelf cards by number in one pile.
  - b. Place catalog cards in another pile to be arranged alphabetically.
  - c. File order slips by department requesting book in tray used for budget apportionment.
7. Place ownership markings on book and paste in pocket.
8. Put call number on spine of book. Inspect number to insure accuracy.
9. Records. Use shelf cards for basis in compiling statistics.
  - a. Record the number of new titles.
  - b. Record the number of volumes (other than the first volume).
  - c. Record the number of duplicates.
  - d. Record the number of replacements.
  - e. If needed, count and record the number of new catalog cards and the number of new shelf cards.

10. Make a list of the new books from the shelf cards. (Arrange alphabetically or by classification number)
11. Shelve books on the new-book shelf.
12. Arrange shelf cards by classification number. File above rod in shelf-list. Revise. Drop cards and replace rod.
13. Arrange catalog cards alphabetically according to your accepted rules. File above rod. Revise. Drop cards and replace rod.

## SUGGESTIONS FOR PHYSICAL PROCESSING OF BOOKS

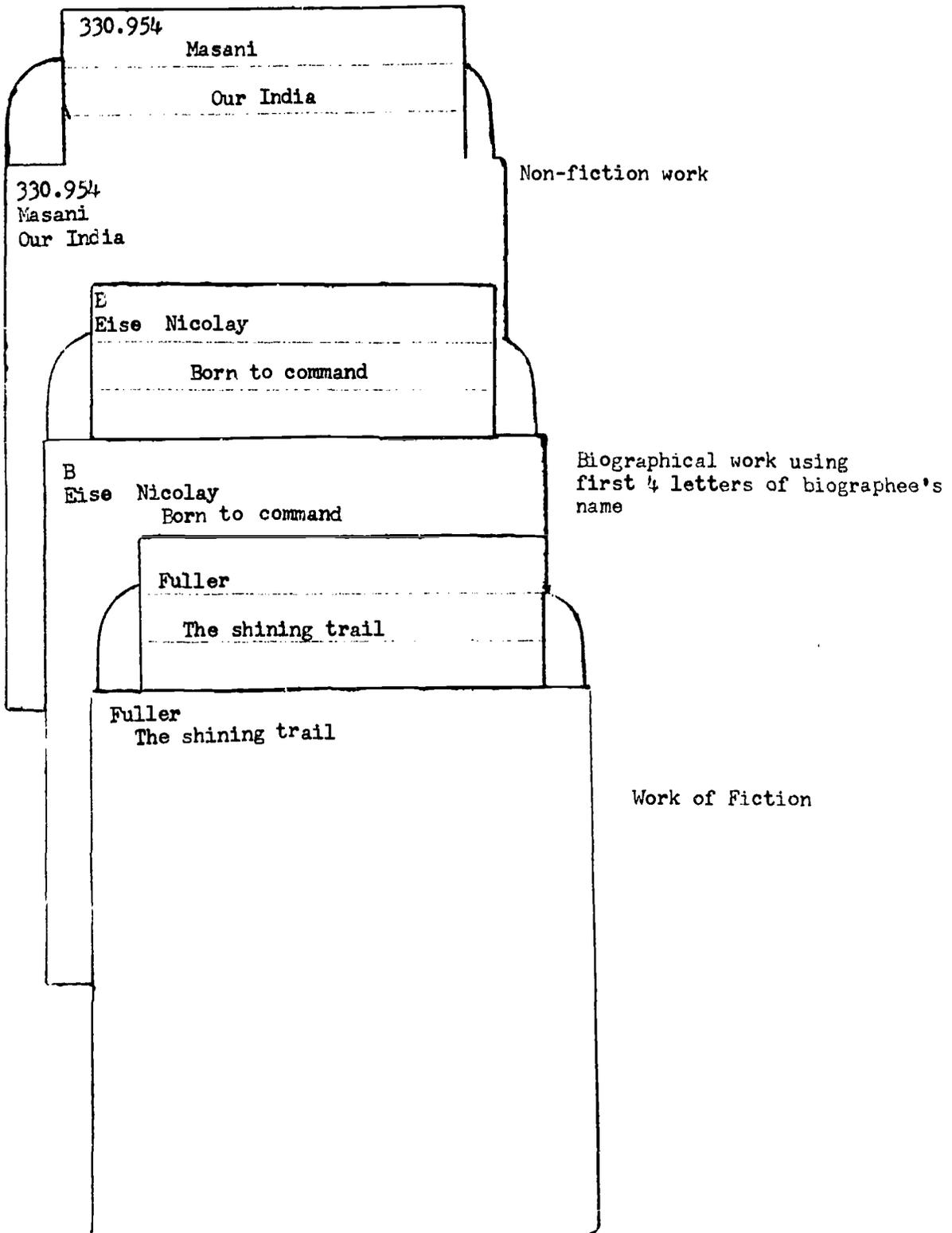
1. Paste the library's bookplate inside the front cover. Center it on a horizontal line across the midpoint of the lining paper.



2. Stamp the book with the library's stamp on
  1. The title page
  2. The first page of the text
  3. Page 99, 199, 299, and so on through the book
3. Paste pocket at the center of the inside back cover of book, 1/4 inch from the bottom.

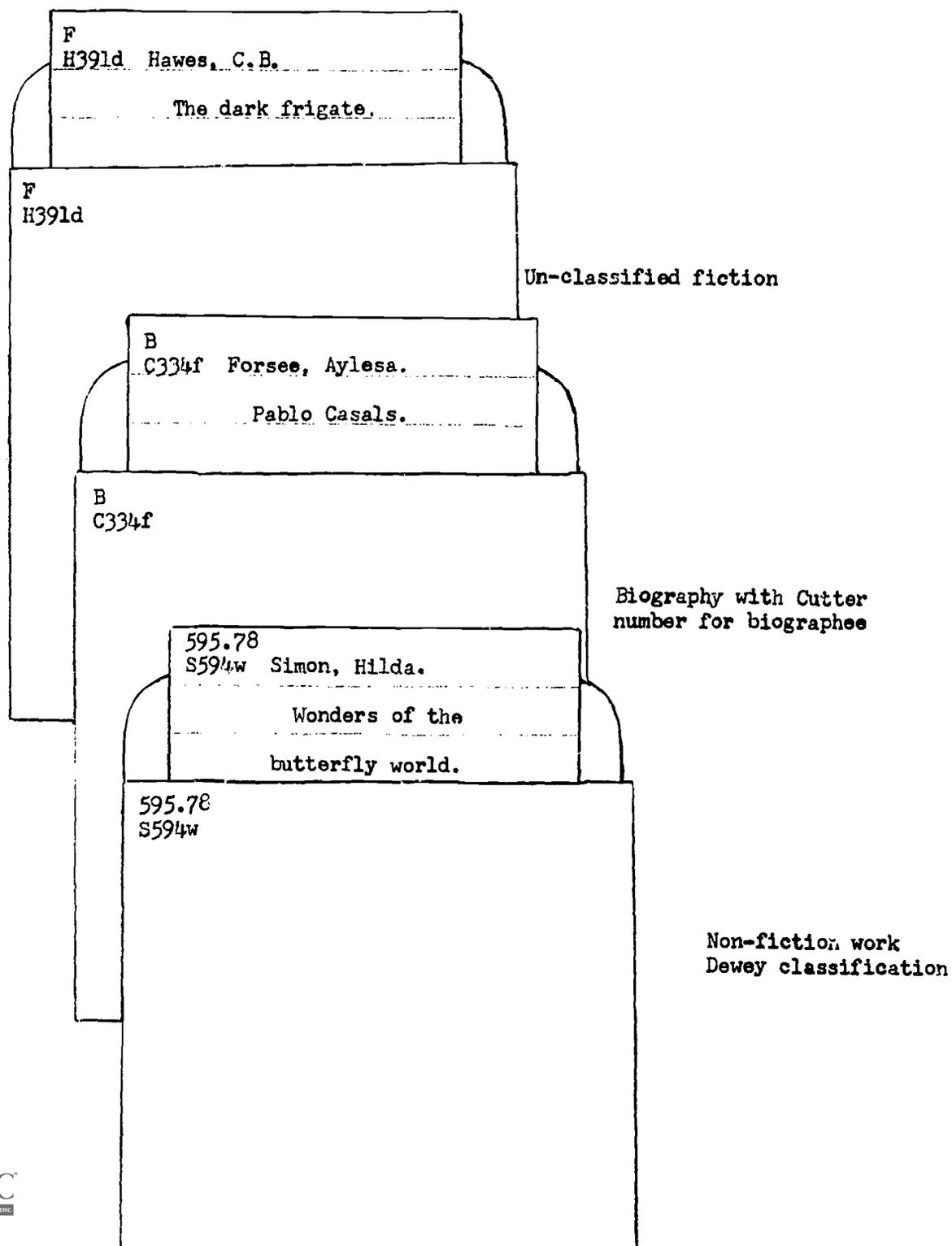
SAMPLE CIRCULATION CARDS AND BOOK POCKETS

Without Cutter numbers for Author



## SAMPLE CIRCULATION CARDS AND BOOK POCKETS

With Cutter numbers for Author



## SAMPLE CIRCULATION CARDS AND BOOK POCKETS

## Library of Congress Classification

<p>D 7 G6 Gooch, G.P. ..... Historical surveys. .....</p>	<p>Simple classification and author notation</p>
<p>D 7 G6</p> <p>HD 9570 S46 D47 Destler, C.M. ..... Roger Sherman. .....</p>	<p>More complex classification and subject/author notation</p>

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