



## Introduction to Cataloging & Classification

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## History of the Catalog and Cataloging

- Chan, Lois Mai. Cataloging and Classification: An Introduction. 2<sup>nd</sup> ed. New York: McGraw Hill, c1994.
  - (See Chapter 2: Development of Cataloging Codes)



## What Is a Catalog?

- “An organized set of bibliographic records that represent the holdings of a particular collection”
- “Union catalogs” or “universal catalogs” describe the holdings of multiple libraries
  - GIL Universal Catalog  
<https://giluc.usg.edu/>



## What Is a Catalog?

- Catalog formats:
  - Book catalog
  - Card catalog
  - Microform catalog
  - OPAC (Online Public Access Catalog)



## What Is Cataloging?

- The process of creating bibliographic records for a catalog
- Comprised of two components:
  - Descriptive cataloging
  - Subject cataloging



## Descriptive Cataloging

- Identifies and describes the bibliographic characteristics of an item
- In the U.S., descriptive cataloging follows *Anglo-American Cataloguing Rules (AACR)*



## ***Anglo-American Cataloguing Rules (AACR)***

- Used mainly by British and North American libraries, but it is an international code, translated into dozens of languages
- Current edition: *AACR2R* (Second Edition, 2002 Revision (with 2003, 2004, and 2005 updates))



## ***Anglo-American Cataloguing Rules (AACR)***

- On the horizon: *RDA: Resource Description and Access*
  - To be based on the concepts of Functional Requirements for Bibliographic Records (FRBR)
  - Scheduled to be published in 2008



## Levels of Description

- AACR2R 1.0D details three levels of description
  - For each level, minimum requirements are given, and additional elements may be added at a library's discretion



## Levels of Description

- Subject added entries are a facet of subject cataloging and not covered by these levels
- Name added entries are frequently considered to be a part of descriptive cataloging



## 1<sup>st</sup> Level of Description

020 \_\_ \$a 0192545167

245 \_\_ \$a The mystery of Edwin Drood.

260 \_\_ \$b Oxford University Press, \$c 1956.

300 \_\_ \$a xi, 278 p.



## 2<sup>nd</sup> Level of Description

020 \_\_ \$a 0192545167

245 \_\_ \$a The mystery of Edwin Drood / \$c by Charles Dickens ; with twelve illustrations by Luke Fildes and two by Charles Collins ; and an introduction by S.C. Roberts.

260 \_\_ Oxford ; \$a New York \$b Oxford University Press, \$c 1956.

300 \_\_ \$a xi, 278 p. : \$b ill. ; \$c 19 cm.

4xx \_\_ \$a Oxford illustrated Dickens

504 \_\_ \$a Includes bibliographical references (p. 278).



## 3<sup>rd</sup> Level of Description

020 \_\_ \$a 0192545167

245 \_\_ \$a The mystery of Edwin Drood \$h [text (large print)] / \$c by Charles Dickens ; with twelve illustrations by Luke Fildes and two by Charles Collins ; and an introduction by S.C. Roberts.

260 \_\_ Oxford ; \$a New York \$b Oxford University Press, \$c 1956 \$g (1978 printing)

300 \_\_ \$a xi, 278 p. : \$b ill. ; \$c 19 cm.

4xx \_\_ \$a Oxford illustrated Dickens

504 \_\_ \$a Includes bibliographical references (p. 278).



## MARC (Machine-Readable Cataloging)

- International bibliographic data format
- Regional variations, but MARC21 is used in the U.S. and Canada, and soon in Great Britain.
- Fixed fields and variable fields



## Example of a MARC Record

- Dress your family in corduroy and denim / David Sedaris.



## MARC for Descriptive Cataloging (3<sup>rd</sup> Level)

- 020 – ISBN
- 245 – Title Statement
- 250 – Edition Statement
- 260 – Publication, Distribution, Etc.
- 300 – Physical Description
- 4XX – Series Statement
- 5XX – Notes



## MARC for Descriptive Cataloging (3<sup>rd</sup> Level)

- 020 – ISBN
  - International Standard Book Number
  - Do not enter 13-digit ISBNs in field 020
  - Do not enter the hyphens
  - If the final character is an “x” it should be uppercase



## MARC for Descriptive Cataloging (3<sup>rd</sup> Level)

- 245 – Title Statement
  - AACR capitalization (only capitalize proper nouns and significant words)
  - Transcribed exactly from title page
  - 245 always ends in a period
  - 245 \_\_ \$a Main title : \$b subtitle / \$c SOR.



## MARC for Descriptive Cataloging (3<sup>rd</sup> Level)

- 250 – Edition Statement
  - “Edition” is always abbreviated as “ed.”
  - Edition statements may be numbered (2<sup>nd</sup> edition) or unnumbered (Revised edition)
  - Record ordinal numerals as 1st, 2nd, 3rd, etc. (not First, Second, Third)



## MARC for Descriptive Cataloging (3<sup>rd</sup> Level)

- 260 – Publication, Distribution, Etc.
  - Take from the title page first, then the verso
  - For multiple places of publication record the first listed, then the first U.S. location, if different
  - 260 \_\_ \$a Place of publication ; \$a Place of publication : \$b Publisher, \$c Date of publication (ed., pub, copyright).



## MARC for Descriptive Cataloging (3<sup>rd</sup> Level)

- 300 – Physical Description
  - Plates are recorded separately from pages (xi, 254p., [6] p. of plates)
  - Illustration(s) is abbreviated “ill.”
  - 300 \_\_ \$a Extent : \$b Other physical details (illustrations, maps) ; \$c Dimensions (height)



## MARC for Descriptive Cataloging (3<sup>rd</sup> Level)

- 4XX – Series Statement
  - Transcribe exactly from the item
  - AACR capitalization (only capitalize proper nouns and significant words)
  - Recorded in a 440 or a 490, depending upon whether or not the series is authorized and/or traced
  - For our purposes just tag it 4XX



## MARC for Descriptive Cataloging (3<sup>rd</sup> Level)

- 5XX – Notes
  - 500 for general notes and for recording an index when no bibliographical references are present
    - 500 \_\_ \$a Includes index.
  - 504 for bibliographical references with or without index
    - 504 \_\_ \$a Includes bibliographical references and index.
    - 504 \_\_ \$a Includes bibliographical references (p.254).



## Descriptive Cataloging Exercises

- Use the 3<sup>rd</sup> level of description
- Except for ISBNs, ignore the CIP (it is not a prescribed source of information)
- Omit any fields for which you have no information
- Try for the tags, but don't worry about the indicators



## Descriptive Cataloging Exercises

020 \_\_ \$a 0316738999

245 \_\_ \$a A wedding in December : \$b a novel / \$c Anita Shreve.

250 \_\_ \$a 1st ed.

260 \_\_ \$a New York : \$b Little, Brown, \$c 2005.

300 \_\_ \$a 325 p. ; \$c 25 cm.



## Descriptive Cataloging Exercises

020 \_\_ \$a 0743273893

245 \_\_ \$a My year in Iraq : \$b the struggle to build a future of hope / \$c L. Paul Bremer III with Malcolm McConnell.

260 \_\_ \$a New York : \$b Simon & Schuster, \$c c2006.

300 \_\_ \$a 417 p., [16] p. of plates : \$b ill., map ; \$c 24 cm.

500 \_\_ \$a Includes index.



## Descriptive Cataloging Exercises

020 \_\_ \$a 0631229272  
245 \_\_ \$a The handbook of speech perception / \$c  
edited by David B. Pisoni and Robert E. Remez.  
260 \_\_ \$a Malden, MA : \$b Blackwell, \$c 2005.  
300 \_\_ \$a xi, 708 p. ; \$c 26 cm.  
4xx \_\_ \$a Blackwell handbooks in linguistics  
504 \_\_ \$a Includes bibliographical references and  
index.



## Subject Cataloging

- Constructing appropriate subject strings using a controlled vocabulary like LCSH
- Assigning call numbers (a classification numbers plus a Cutter and date)



## Subject Headings

- LCSH (most common)
- MESH (medical libraries)
- Sears (school and other smaller libraries)



## Library of Congress Subject Heading

650 \_0 Real property \$z Mississippi  
\$z Tippah County \$v Maps.



## Call Numbers

- Each call number is unique, which aids retrieval and shelving
- Call numbers also serve to group like objects together to aid browsing



## Classification Schemes

- LCC
- Dewey
- SuDoc



## Library of Congress Classification

- 21 categories , arranged by subject, labeled by letter
- Letters I, O, W, X, and Y are excluded
- LCC Outline  
<http://www.loc.gov/catdir/cpsolcco/lcco.html>



## Library of Congress Classification

- Class number selection  
<http://www.classificationweb.net/>
- LC Cutter table  
<http://www.gpc.edu/library/technicalservices/lccutt.html>
- Completed call number
  - ND1143 .T34 2000



## Dewey Decimal Classification

- 10 main three-digit classes  
[http://www.slcppl.lib.ut.us/details.jsp?parent\\_id=258&page\\_id=259](http://www.slcppl.lib.ut.us/details.jsp?parent_id=258&page_id=259)
- Arranged by academic disciplines, not subject
- Further subdivided by Cutter number
  - 468.642 AI1c 1995