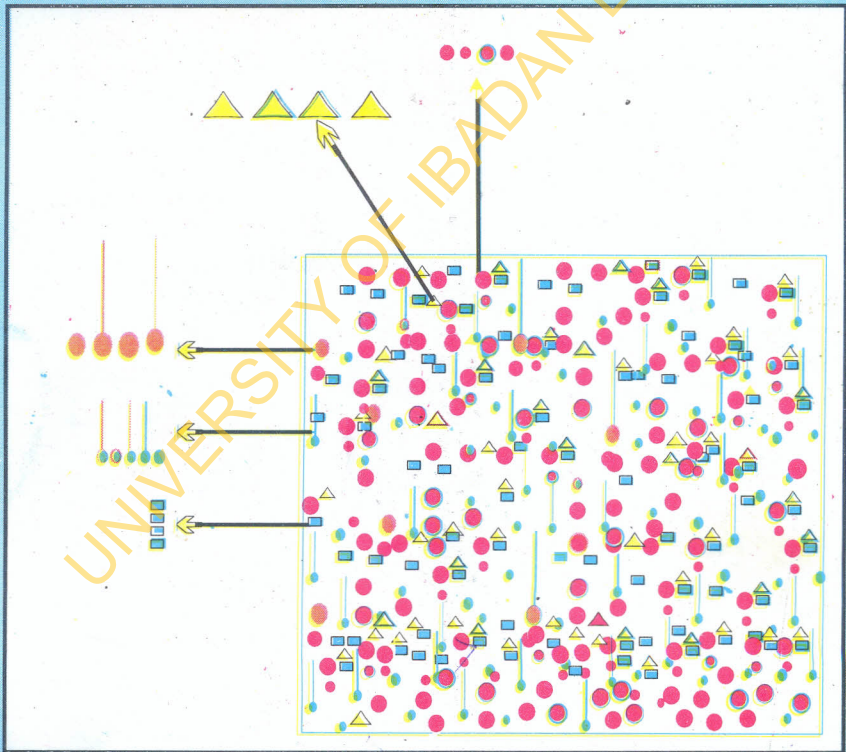


PRACTICAL APPROACHES
TO
CATALOGUING AND CLASSIFICATION
OF
INFORMATION RESOURCES
IN LIBRARIES



Edited by:
C. O. OLA

**PRACTICAL APPROACHES TO THE
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INFORMATION SOURCES IN LIBRARIES**

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Information Resources in Libraries**

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Table of Contents

Forward	iii
Preface	iv
Notes on contributors	vi
Chapter One Cataloguing and Classification principles	1
Chapter Two Pre-Cataloguing Bibliographic Searching	16
Chapter Three - Original Cataloguing of Special Materials	23
Chapter Four - Cataloguing of Special Materials	38
Chapter Five -Technical Processing in the Medical library	56
Chapter Six - Using Moys for Classification on Law	73
Chapter Seven -Catalogues and the filing rules	81
Chapter Eight - Back of the Book Indexing: The Guiding principles.	90
Chapter Nine - The mastery of library cataloguing systems as a basic principle to bibliotherapy: a resurgence of interest in psychological investigations.	105

Erratum

The word BIBLIOGRAPY of the second line of the title on page 105 should read BIBLIOTHERAPY

CHAPTER FOUR

CATALOGING OF SPECIAL MATERIALS

By
ADEYEMI, B.M. (Mrs.).

INTRODUCTION

Special materials in libraries are important research materials that contribute to the wealth of human knowledge hence their organization can not be ignored. Special materials include pamphlets, reports, theses, music recordings, non-book materials and host of others, which sometimes constitute the only available source of information on some special research areas.

Although the materials are special in nature, they do not however require special processing. Rather what they require is the normal cataloguing process. These also include introductory and explanatory guide to their organization.

The need to make them accessible to users makes it imperative for special materials to be effectively processed. This chapter therefore aims at providing explanation and detailed description of special materials and their processing.

When considering the processing of these materials consideration has to be given to the extent to which the various groups of acquired publications are self-indexed. It is also important to take cognisance of the kind of use to be made of them by readers.

Processing these special materials requires basic cataloguing rules, which for the purpose of this discussion can be, examined under eight bibliographic elements that include the following:

- (A) Title and statement of responsibility
- (B) Edition

- (C) Material or type of publication \ specific details area.
- (D) Publication, distribution etc
- (E) Series
- (G) Note area
- (H) Standard number

The information given in a catalogue entry for a given material may be divided into three areas namely:

1. Descriptive cataloguing,
2. Establishment of a heading for easy access and,
3. Subject description.

In this chapter, the underlisted special material will be considered and they include:

- (a) theses
- (b) serials
- (c) government documents
- (d) non-book materials

CATALOGUING OF THESIS

Thesis is a product of a research work. That is, a primary source, that needs to be catalogued so as to make the information available to library users. Theses is given an "original cataloguing" that is, a bibliographic description based on information directly obtained from the book physically.

List of bibliographic elements required for theses description with examples.

(1) Title and statement of responsibility: title of the work is given with the first letter in capital letters. The source of information is in the title page. Statement of responsibility follows the title with a diagonal slash in-between them.

For example:

Theatre in Nigeria: a consideration of the stenographic, technological and architectural elements\by James Olusola Aborisade.

(2) Edition area: Theses is a primary work therefore, edition statement does not apply in this case.

(3) Date of publications: For theses, the year of award of the degree comes after the statement of responsibility preceded by coma. For example:

Theatre in Nigeria: a consideration of the sceneographic, technological and architectural elements/James Olusola Aborisade, 1995.

(4) Physical description: The description starts on a new line. The number of pages is given as leaves (e.g. 735 leaves). Theses are a volume with prints only on one side of the paper. Therefore, instead of pages, leaves with a small letter symbol (l) for the number of leaves are used. This is followed by physical description such as illustration, map (if any) and size. For example:

735l: ill, (col.) for coloured illustration

(5) Note area: under this, you write "Thesis" followed by a brief statement of the degree for which the author was a candidate; the name of the institution to which the thesis was presented and lastly, the year in which the degree was granted. For example: -

Thesis (Ph.D.). - University of Ibadan, 1995.

(6) Standard number: Theses are usually not published work therefore, standard number does not apply to it.

(7) Access points: the access points are the headings under which the material will be retrieved from the catalogue. For theses, the rule for personal authorship work is the same way as for monographs. It is rare to have a joint authorship for thesis, so the

access point is entered under the person responsible for the creation of the intellectual content of the work.

A work by James Olusola Aborisode will be accessed through ABORISADE in capital letters, followed by a coma (,) and the other names or initials coming next. For example:

ABORISADE, James Olusola

A catalogued thesis will show these bibliographic information on 3 x 5 card as follows:

Access Point: ABORISADE, James Olusola

Tit' Statement of responsibility: Theatre in Nigeria: a consideration of the scenographic, technological and architectural elements/ James Olusola Aborisode.

Physical Description: 735l: ill, (Col.) for coloured illustration

Note Area: Thesis (Ph.D) - University of Ibadan, 1995.

8) Subject analysis: The cataloguer must analyse the subject contents of the thesis using a standard subject-heading list. This is either the library of congress subject heading list (LCSH) or Sears list of subject headings as appropriate or applicable to the library. After the subject analysis, classification system will put the work in the appropriate class using the classification schedule used by the library.

Cataloguing of serials

Serials are publications in any medium issued in successive parts, bearing numerical or chronological designations and intended to be continued indefinitely. It includes materials such as newspapers, reports, yearbooks etc. (annuals, journals, memoirs, proceedings, transactions, etc.) of societies and numbered monographic series.

The standard procedure for cataloguing serials is to apply the Anglo-America Cataloguing Rule (AACR2) policy. It is important to note from the above definition that serials are not

like monographs therefore, their bibliographic descriptions should be treated to suit specific library needs. This is so because serials are constantly changing and their life expectancy is unpredictable. For instance, title change, or merge, or split or resurrect. Frequency, publishers and place of publication can also change. Virtually any and every characteristic of a serial may alter during its lifetime, and because of these reasons, serial description is not as detailed as that provided for, in monographs. The amount of details supplied must vary according to the type of library, the size and complexity of its serial holdings and the needs of its users.

Essential bibliographic elements for serials description

Serials will be described using the following bibliographic elements which include the 'main entry under title, edition statements, imprints, series or sub-series statement, collation, notes and International Standard Series Number (ISSN).

1) Main entry: Periodicals are entered under title because of their changing nature. Subtitle(s) may be necessary when needed to identify an item. For example:

'Horizon: a review of literature and art.'

2) Statement of responsibilities: Persons or bodies responsible for the work must be transcribed and put in bracket for example:

(a) Quarterly review/ (Soil Association)

(b) Moot/ (Eunice Wilson)

It is important to note that in writing statements of responsibilities, editors of serials are not recorded but if necessary, it has to be given or recorded in note area. For example:

(a) Occasional newsletter/ (Alra)

Note: issued by Abortion Law Reform Association.

(b) R.L.C.S. Museum gazette

Note: compiled and edited by Richard L. Colutan with the assistance of voluntary aid.

(3) Edition statements: edition statements of a serial can belong to one of the following:

- i) Editions published in different geographic locations e.g. Canadian register, Eastern Ontario ed. Canadian Register, Hamilton ed.
- ii) Editions in different languages e.g. English ed., Ed. Françoise
- iii) Editions in different frequencies e.g. Canadian gunner, Canadian gunner, Annual.
- iv) Revised editions
- v) Special group editions e.g. Nigerian Science Association Journal; Engineers ed.

4) Imprint

- i) Place (current and retrospective e.g. Ife, Lagos, England.
- ii) Publisher (current and retrospective)
- iii) Date - refer to the current volume at hand
- iv) Beginning date of publication e.g. 1953 -

5) Collation: e.g. Vol. (Vol. 1, no. 1), date (1991).

The date and number of volume are left 'open; through the use of hyphen after the date for completion on the 'death' or completion of the periodical.

6) ISSN: International Standard Serial Number e.g. ISSN: 1117-9899.

7) Notes: This is given in such areas as serials frequency, languages, variation in title, statement of responsibility, relationship with other serials. Text in English, Swedish, Annual, Quarterly, Monthly, Irregular. Six issues yearly, 1956-1961.

- e.g. Transaction; of Ble dan le monde
- Merger; of British abstracts, B1, chemical continuation; continued by Regina
- Absorption: absorbed by the Morning Post.

This can be further explained with a title:

Title: The Assistant Librarian

Imprint: London: Association of Assistant Librarian, 1953

Collation: V .46 - 1953-

V. CM.

Frequency: Monthly

Note: Originally, The Library Assistant,

Vol - 45, 1898-1953.

Serials are classified broadly. That is, broad subject analysis is given to serials in the library. Any of the subject lists can be applied to serials.

Subject Categorization: At the University of Ibadan library for example, Library of Congress Classification Schedule is used in processing serials. This is evident from the example below:

JQ

I

J

The JQ above represents the alphabet for the broad subject - Constitutional history and administration in Africa under political science.

Cataloguing of Government Documents.

Government documents are statements of policy papers or plans, legislative acts, pact, treaty, constitutions etc. These materials are not acquired by purchase but through donations by government agencies.

The materials can be monographs or serials in nature, but they do come mostly in monographs. Due to their special nature, they are shelved separately from other normal monographs of the library.

Government documents are, and always have been one of the problem areas for all types of libraries and at the same time, and area of increasingly vital importance. They are a type of publication, offering the highest potential usefulness for the least cost of any group of publications.

Documents serve as the official source of statistical facts, and provide both primary and secondary sources for research. As a result, it becomes very important to catalogue government documents to enhance easy retrieval of the material by library users.

Bibliographic description of government documents is handled in the same way a monograph is treated.

Areas of description for government publication include the following:

- i. Title and statement of responsibility
- ii. Edition statement
- iii. Material
- iv. publication, distribution
- v. physical description
- vi. series
- vii. note
- viii. standard number

i. Title(s) of the work: Generally, one title would be sufficient but other distinctive titles from the cover, spine, etc. could be included if this adds to retrieval capabilities. Also, title of the work can form the access point if there are no specific personal names or corporate bodies associated with the work. e.g.

- (a) Education for all purpose and context
- (b) Review of the Nigerian economy.

The examples above are titled with authorship while the example below is a title without authorship:

- (a) The ILO in the service of social progress: a workers' education manual'

It is therefore treated as a title entry.

There are corporate bodies also associated with government publications in which case, there will be as many entries as necessary, applying basic rules using the title page information only for establishing the name and determining subordination to the publication. For example, a paper policy by National Universities Commission will be a subordinate to Ministry of Education. The question of cross-references should be examined. In some cases, the corporate body will be the publisher. However, entries for official publishers will not be necessary. Example of corporate bodies include:

- (a) United Nations Educational, Scientific and Cultural Organisation (UNESCO)
 - (b) Nigeria, Federal Republic of Nigeria
 - (c) Edo State, Nigeria.
- i) In a case of personal names associated with government publication, you enter the author of the work, editor of conference proceedings etc., which are to be established from the title page with the help of a few basic guidelines.
 - ii) Editor Statement: This includes brief edition statement or volume number for works issued in parts other than standard serials. Edition statements are used to distinguish between editions of a work and are more useful for cases like "Atlantic Provinces edition."
 - iii) Date: Date of Publication. Approximate date in square brackets to be supplied if not found anywhere in the work.
 - iv) Series: Names of series, put in brackets e.g.
 - (a) (Workers' Education Manual)
 - (b) (Manpower Studies)
 - v) Standard Number: These are numbers related to the content of the work. This would include report, contract

and series number but not publishers' or order numbers
e.g.

(a) Official Document No 2 of 1990

vi) Publishers and other official numbers: This would include International Standard Book Numbers, International Standard Series Numbers. For example:

(a) ISBN 92-3-102769-7

(b) IBBN 92-2-109444-8

vii) Note area: this includes additional information. e.g.

(a) Co-sponsored by the Canadian International Development Agency (CIDA)

Classifying Government Documents

Government materials are usually so numerous and ephemeral in their nature and also heterogeneous in subject contents. Classifying them with standard classification scheme has become unsatisfactory.

Classifying government documents according to subject destroys the basic organic structure of each government output. Due to the aforementioned, each library will have to devise a localised classification scheme to treat this aspect of special materials. For example, the Kenneth Dike Library scheme brings together all governmental and inter-governmental materials into one separate collection, with a basic location symbol "85"

The materials are then sub-arranged with reference to four basic elements e.g.

(a) Geo-political division

(b) Issuing Agencies

(c) Forms of the publications, and

(d) Individual publications.

The notations for these four elements will be explained as shown below.

The scheme is a modified bliss classification, which are in schedules. For example,

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- (a) Geo-political division
- (b) Issuing Agencies
- (c) Forms of the publications and
- (d) Individual publications

Schedule I

Location symbols

85 National governments

85Y international organs (Intergovernmental only)

855 Audio-Visual materials

85X Miscellaneous work (Non-governmental documents)

Schedule II

National political units based on Bliss (Expanded Geographical Division)

- A America, The Western Hemisphere, Pan-America
- AC Canada, Dominion of
- B USA
- C Latin America
- CA Mexico and Central America
- D Europe, Eurasia, Eastern Hemisphere (Sub-divided by period)
- V Africa
- Vf West Africa
- Vh Nigeria
- Z Tropics
- Y Underdeveloped Areas

Schedule IIIa

National issuing agencies arranged broadly by executive, judiciary, legislative (parliament) arms of governments and semi-government bodies (of any country)

- A General: unspecific
- B Head of State/government
- C Office of Head of State/government
- D Executive body, Cabinet office
- E Ministries, Department, Divisions.
- F Armed Forces

- G Commissions: agencies of inter-governmental, etc.
- H Police, Prisons
- J Judiciary: by the first letter of name of court
- L local/Provincial government.

Schedule IIIb

Issuing bodies: Intergovernmental organization. United Nations

- 1) main organs of the united Nations
- 2) United Nations specialised agencies: FAO, ILO, IAEA, IDA.

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Schedule IV

Form divisions (if necessary, differentiate with first letter of the first word of the title of the form i.e. a-z)

- .I Generalia
- .II Constitutions
- .2 Parliamentary and laws
- .3 Statement and meetings .31 interview, broadcasts etc.
- .4 Reports .41 annual reports
- .5 Periodical list, document
- .6 Statistics and maps

Example one:

The annual report of the Federal Department of Forest Research for the year 1969-70 will bear the call mark:

85vhf

E-F7

.41

1969

Therefore, a government will be classified using the four schedules in the order of location "85", followed by the geographical division "Vhf", then by form ".41" and year "1969".

Cataloguing of Non-Book Materials (NBM)

Non-book materials are those materials that are not bound into a book. They fall into four forms namely:

- i. Paper, which can be arranged in a variety of ways, cards, charts, art representations, portfolio, photographic prints;
- ii) Film, which includes: filmstrip, slide, sine film, microfilm, aperture cards and microfiche;
- iii) Magnetic tape; sound tape: open reel, cassette.
Video tape: open real, cassette, magnetic discs.

iv) **Plastic:** either flat and transparent or opaque and grooved, transparent plastics, overhead projector, transparencies, vinyl discs, gramophone records, CD audio, CD-ROM.

The non-book materials should be catalogued and classified in the same manner as books, with all the library's holdings integrated into one general collection hence organising NBM in a library depends on the size and nature of the collections. The cataloguing must be done for easy retrieval. The principles that underline AACR2 are sound guide for the cataloguing of all non-book materials.

Each non-book material should be fully classified and catalogued with author, title, subject and added entries since the need for full bibliographic description of the material is determined not by physical format of the work but by its contents.

Essential Bibliographic Elements for Non-Book Materials Description

Ideally, the chief source of information for printed book is the title page. There however is an exception for non-book materials because its information are scattered around the document e.g on a slide set, the information required may be found in a number of different places none of which carry the traditional weight of the title page. Such sources may be the title slides, a set of notes for the slides and information printed on the packaging. AACR2, the chief source information is in relation to a specific non-book material thus, for video recording, the film itself is the chief source (for example, the title frame).

1) **Title: Use of uniform titles:** That is the particular title by which a work has appeared under varying titles is to be identified for cataloguing purposes or alternative title.

Collection title: An individual item may contain several works and there may be one or two titles associated with its description e.g. sound recording.

2) **General material description:** this gives the physical form of the document e.g. slide or a model. This is to give warning to the catalogue user. For example:

i. A slide illustrating a robin would be written as:

"The Robin" [graphic]; while a sound cassette would be given as: The Robin [sound recording]

3) **Statement of responsibility:** it determines the range of persons or bodies who may be deemed responsible for a work - writers, composers, graphic artists, adopter of an already existing work; collector of anthropological and other field recordings etc. for example:

I Sound recording of the novel - The Hobbit.

Author: J.R. R. Tolkien

Performer: Nicol Williamson

Adapter and Producer: Harley Usill.

II. Cinefilm: O lucky man

Producer: Michael Medwin & L. Anderson

Screenplay writer: David Sherwin

Director: L. Anderson

Performer: Malcol McDowell, Helen Mirren

Music and Songs: Alan Price.

4) **Edition Statement:** there are no problems arising that previous experience in book materials will not make clear.

5) **Material specific details statement:** this is used for the description of cartographic materials, music and computer files. This areas enables the cataloguing of document, which contains more than one form. E.g. map in a microcomputer cassette.

6) **Imprint areas:** This is as applied to books/monograph.

7) **Physical description statement:** this is used to distinguish between the various physical forms of a work e.g. Michelangelo by A Bertran is available as a filmstrip or slide set. For example: a

graphic work titled 'librarian' will be catalogued and appear on a "3 x 5" card for a catalogue record as seen below:

The librarian [graphic]/compiled by Jack Lurcher; photographs by Susan Shera: 2nd ed., New Castle: Rectory Publications (production company), 1988-36 slides: Col. + 1 booklet (18p; 16cm), - (Media and the librarian; 5), - also available in filmstrip version. -O - 85365-509-x.

AACR2, General rules for description of non-book materials together with a worked example.

Bibliographic elements

- i. Title and statement of responsibility area:
 - Title proper: The Librarian
 - General material designation: [graphic]
 - Statement of responsibility: Compiled by Jack Lurcher
photographs by Susan Shera.
- ii. Edition Area
 - Edition statement .-2nd edition
- iii. Publication, distribution etc. Area
 - Place of publication .-New Castle
 - Name of Publisher .-Rectory publication
- iv. Date of Publication, Distribution, etc. 1988
- v. Physical description area
 - extent of items (including specific material designation) .-36 slide
 - Other physical details :col
 - Dimensions
 - Accompanying materials + 1 booklet (18p; 16cm)
- v. Series Area
 - Title proper of series .-(media and the lib)
 - Numbering within series :5
- vi. Note Area
 - Notes also available in filmstrip version illustrate the vital role of the librarian encouraging use of (Non-book materials)
- vii. Standard number
 - ISBN 0-85365-509-x

(Note the marks/sign preceding each area)

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