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INTRODUCTION TO LIBRARY CATALOGUE

INTRODUCTION

We have learnt about the classification of library material and schemes in the previous lessons. Classification provides notation to the library materials and their position in the shelves. Catalogue holds a key to the holding of any library. Cataloguing is basically the process of preparation of entries for a library catalogue. It tells us what material a library contains on a given subject and where it may be found in a library.



OBJECTIVES

After completing this lesson, we will be able to -

- describe a library catalogue;
- state the need and purpose of a library catalogue;
- identify the physical forms of a library catalogue;
- explain the inner forms of a catalogue (Dictionary and Classified);
- describe the famous codes used for cataloguing;
- discuss the role of OPAC in modern libraries; and
- state importance of Web OPAC.

3.1 LIBRARY CATALOGUE

In order to a make maximum use of the library collections, every library has to adopt

some procedures and techniques. These consist of classification and cataloguing. Classification, as you have already learnt in the previous lesson, comprises arrangement of documents on the shelves in a logical order. A catalogue explains the kind of documents available in a library and their location on the shelves.

Let us now know what a library catalogue is. In order to provide access to the holdings of a library, an index or list of available materials in the collection must be maintained. This principal index or list of available materials is called a catalogue. A library catalogue can, therefore, be defined as,

“A list of books, maps, stamps, sound recordings or any reading materials that constitute a library collection. Its purpose is to record, describe and index the holdings of any library collection.”

A library catalogue, thus, lists documents forming the total holdings or a part of the holdings of a library. The use of the resources of a library depends to a large degree on the quality of its catalogue. Therefore, it is essential that the catalogue should be prepared with care and it should be maintained up-to-date. It helps the users to use the library effectively and efficiently. In other words, a library catalogue is a record of the holdings of a library. In order to meet the requirements of users, it consists of various unit records. These records are called entries. Each entry is designed for satisfying a particular approach of a user. Entries are prepared according to a set of rules contained in a catalogue code which will be discussed in a later section of this lesson.

The catalogue thus:

- describes *what* the library owns,
- tells you *where* the items are, and
- shows you *how* to get the items.

3.1.1 History

Library catalogues originated as manuscript lists, arranged by format (folio, quarto, etc.) or in a rough alphabetical arrangement by author. Printed catalogues, sometimes called dictionary catalogues enabled scholars outside library to gain an idea of its contents.

This would sometimes be interleaved with blank leaves on which additions could be recorded. They can be bound as guide books in which slips of paper were bound for new entries. Slips could also be kept loose in cardboard or tin boxes, stored on shelves. The first card catalogue appeared in the nineteenth century, enabling much more flexibility, and towards the end of the twentieth century the OPAC(Online Public Access Catalogue) was developed. Presently, with the introduction of modern technologies, users can search for information via OPAC and more recently, through the Internet.

3.2.2 Purpose

The books, documents and other reading materials in the library collection are usually physically arranged by one chief mode only. The most consistent and useful



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arrangement of library materials has been found to be by subject. But a variety of other approaches may be used in seeking materials from a library collection. Therefore, it becomes the function of the catalogue, by means of multiple entries, to provide the necessary access points.

The library catalogue should, therefore be equipped to deal with the principle channels of enquiry. The purpose of the catalogue is:

- a) To enable a person to find a book of which either the
 - author or organization having intellectual responsibility is known
 - title is known
 - subject is known
 - category is known
- b) To show what the library has
 - by a given author or organization
 - on a given subject
 - in a given kind of literature or form of material
- c) To assist the user in the choice of a book as to its
 - edition
 - content
 - physical form

The library catalogue thus assists the user in accurate and speedy determination of whether or not an item known by author or title is in the collection and if so, where it may be found. It also tells what materials the library contains on a given subject and where they may be found.



INTEXT QUESTIONS 3.1

Fill in the blank.

1. The main purpose of library catalogue is to _____, _____ describe _____ of library collection.
2. Full form of OPAC is _____

3.2 PHYSICAL FORMS OF LIBRARY CATALOGUES

The library catalogue is available in many physical forms. A large number of catalogues have emerged so far as their physical appearance is concerned, for example, punch form, rotadex, magnetic tape form, microfiche/microfilm form, book

form, sheaf form, card form and now the electronic form. However, the book form, sheaf form, and card form registered the long lasting popularity.

Let us learn about some popular physical forms of the catalogue. But it is to be remembered that the most popular form of the library catalogue is the card form. Some of the physical forms of catalogue are:

- Printed book catalogue
- Sheaf catalogue
- Card catalogue
- Shelf list
- Computerized Catalogue

a) Printed Book Catalogue

As the name suggests, it resembles a book or a register in appearance. The entries are printed on separate sheets as per desired arrangement and the sheets are then bound together to form a book or register. It is easy to prepare, however, it lacks flexibility. Entries for newly coming books cannot be accommodated at proper places, hence, it requires frequent revisions. As such it is not economical to keep it up-to-date. Moreover, it cannot be used by more than one user simultaneously. Only a single user can use it at a time. However, it has the advantage of portability. Its use is not subject to the availability of electricity and is free from any machinery fault.

b) The Sheaf Catalogue

This form consists of separate sheets, preferably of manila paper, on which a couple of entries are printed. The sheets in turn are punched at one side and loosely bound either with a spiral thread or a comb spine. This form resembles the book form, as it shares most of the advantages of the book form. It is a bit superior to the book form in the sense that it partly overcomes the non-flexibility problem faced by the former. However, it becomes much voluminous and has a disadvantage as the flimsy paper of the catalogue entries make insertion and withdrawal less convenient.

c) The Card Catalogue

The non-flexibility problem faced by the previous physical forms of the catalogue was gravely felt. In order to eradicate it fully, stiff paper cards of the dimension of 12.5 X 7.5 cm (3 x 5 in.) size and 0.25 mm thickness are used to prepare different catalogue entries discussed earlier. One card is used for every individual entry, main or the added. The card has a small hole in the lower middle part, so that each card can be inserted into a steel rod. The cards held together by the steel rod are arranged as per the desired sequence in wooden trays. The wooden trays are then placed in the pigeon holes of the catalogue cabinet. Each tray, on its outer face is marked by an appropriate label in alphabetical or classified sequence, the sequence in which the cards are arranged inside. Entries for newly coming books can be accommodated at proper places. It does not require frequent revisions. As such, it is economical to



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keep it up-to-date. Moreover, it can be used by more than one user simultaneously; each user can use one or the other tray at a particular time. Its use is not subject to the availability of electricity. It is free from any machinery fault. However, such catalogue is voluminous and lacks portability. Generally, it is said that to browse the cards is more cumbersome than the book or sheaf form of catalogue.

d) Shelf list

It is a catalogue of books and represents the order in which they stand on the shelves. Here each document title is represented by a card with all the bibliographical details as in the case of the catalogue card. The shelf list is very useful tool for stock taking process in the library, as for each document there is a card exactly depicting its location on the shelf.

e) Computerized catalogue

The problems faced by the previous forms of catalogue have been overcome to a great extent by the computers. With the advent of computers, the library activities ranging from acquisition to withdrawal of books from the library records can be automated. Same is the fate of cataloguing. The process not only helps in preparation of different catalogue entries, but also, in generation of book type or card type printouts. In addition, it has revolutionized the storage and retrieval mechanism of the libraries through its electronic version. As a matter of fact, OPAC (On line Public Access Catalogues) are nowadays available in libraries. The OPAC can, not only be used on a stand-alone computer, but can also be put on the INTRA or INTERNET. This makes it possible for a library to extend its services not only to its clientele but to the interested / needy persons of the locality, region, nation or the entire world. OPAC or computerised catalogue is very dynamic in the sense that it is highly flexible, easy and economical to maintain and capable of meeting almost every possible approach of the user. The searching capability is very fast and accurate. A number of libraries in our country are computerizing their catalogue and the list of library materials is displayed on the screen. Although rather expensive, it has the advantage of updation, no wear-tear in use and multiple storing of the catalogue. A printed copy of the whole catalogue can also be produced through a printer connected to the computer. We will know more details about computerized catalogue in a later section of this lesson.



INTEXT QUESTIONS 3.2

1. Select the correct option

Which form of catalogue would you prefer for your library.

- a) The card catalogue
- b) Shelf catalogue
- c) Printed book catalogue

2. which is not physical form of Library catalogue.
- Sheaf catalogue
 - shelf list
 - Dictionary catalogue



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3.3 INNER FORMS OF LIBRARY CATALOGUE

As mentioned earlier, a catalogue is a list of materials in a library or collection. The entries in the list are arranged by some systematic order. This order, or mode of arrangement, determines the inner form of the catalogue. There are many inner forms of catalogue as given below:

- Author catalogue:** a formal catalogue, sorted alphabetically according to the authors' or editors' names of the entries.
- Title catalogue:** a formal catalogue, sorted alphabetically according to the title of the entries.
- Dictionary catalogue:** a catalogue in which all entries (author, title, subject, series) are interfiled in a single alphabetical order. This was the primary form of card catalogue in North American libraries just prior to the introduction of the computer-based catalogue.
- Keyword catalogue:** a subject catalogue, sorted alphabetically according to some system of keywords.
- Mixed alphabetic catalogue form:** sometimes, one finds a mixed author/title, or an author / title / keyword catalogue.
- Classified catalogue:** a subject catalogue, sorted according to some systematic subdivision of subjects. Also called a Systematic catalogue.
- Subject catalogue :** The subject catalogue is a catalogue in which the headings on the entries designate the subject matter of the document and the entries are arranged systematically to enable subject identification and retrieval. If the headings are arranged alphabetically, the catalogue is an alphabetic subject catalogue. On the other hand, if the headings are classified symbols arranged according to a classification scheme, the catalogue is then known as a classified subject catalogue.
- Shelf list catalogue:** a formal catalogue with entries sorted in the same order as bibliographic items are shelved. This catalogue may also serve as the primary inventory for the library.

The Dictionary and Classified catalogues

The provision of the author/title catalogue form, in conjunction with the above mentioned two of the subject catalogue forms, has resulted in the production of these two famous inner forms of the catalogue.



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The dictionary catalogue files its author/title heading, specific subject headings and connective references in one alphabetical sequence. Where, the classified catalogue has classified file of subject entries as the principle component, complemented by alphabetically arranged indexes of subject, authors, title, etc. These indexes may be arranged, in a single, or in separate, alphabetical sequence.

Of these two inner forms, the classified catalogue has a longer history in accordance with the classified order of knowledge. It is in fact, a legacy from the Britishers and is widely followed in India.

The dictionary catalogue came on the scene much later, and became very popular in the United States. In fact, it was C. A. Cutter, the famous personality in the field of cataloguing, responsible for the universal acceptance of this form of catalogue in America.

Both the forms of catalogue have been popular and it continues to be a topic of debate among the librarians on the merits and shortcomings of each of these forms. But both the forms have qualities which have been responsible for their wide popularity and use.



Activity 3.1

Go to various libraries and consult their catalogues. Observe the kind of catalogue, that is, dictionary or classified catalogue. Make entries for ten books on the basis of your observations.



INTEXT QUESTIONS 3.3

Match the following –

- | | |
|-------------------------|---|
| a) Dictionary Catalogue | (i) Sorted alphabetically by title |
| b) Subject catalogue | (ii) All entries in single alphabetical order |
| c) Shelf kit catalogue | (iii) Systematic arranging by subject matter |
| d) Title catalogue | (iv) Entries sorted in same order as bibliographic item |

3.4 CLASSIFIED CATALOGUE

This type of catalogue has two parts, the main part is the classified part or the classified file having class number in the heading and the second part is the alphabetical part or the alphabetical file consisting of author, title, subject entries, etc. merged into one single sequence.

The use of notation in the classification scheme in the headings to arrange the subject entries results in systematic arrangement of subjects in this case. Besides this, the

subject file can be approached directly if the class number for the required subject is known to the users. But most of the users prefer to approach via an alphabetical index which should translate the terms of the subject sought into a class number.

Dr. S.R Ranganathan developed this aspect further with his *Chain Procedure* which systematizes the method of preparing subject entries for the classified catalogue by examining each component of the chosen class number into a series of terms describing the specific subject, and the successive containing class from which it descends in the classification hierarchy. Each term in the chain produces an index entry.

A classified catalogue has the following features:

- 1) The arrangement of subject in the classified file is logical and systematic. Here all the subject relations are displayed as per the classification schedule followed.
- 2) A subject index complements the classified file by providing under the sought term all aspects of the subject, which otherwise get separated in the classification scheme.
- 3) The alphabetical part or file also consists of the entries under names of authors, title, series, etc. This makes the catalogue easier to consult and use by the users.
- 4) The alphabetical part of file is quite flexible to use and without dislocation of the classified file, a lot of additional entries for synonymous terms, cross references, etc. can be added here to aid the users. In this type of catalogue, one part or file complements the other one. It is, therefore, considered to be the most suitable type of catalogue from the librarians point of view.



INTEXT QUESTIONS 3.4

State True/False

1. All the subject relation in classified catalogue are displayed as per the classification schedule followed.
2. The arrangement of subject in the classified file is logical and systematic.

3.5 DICTIONARY CATALOGUE

The dictionary catalogue or the alphabetic o-subject catalogue consists of all the entries filed in one single alphabetical sequence. Here, all the subject, author, title, series, etc. are filed alphabetically as per the heading of the entry.

A dictionary catalogue has the following features:

- 1) A single sequence of author/title/subject headings in one single alphabetical order is easily understood by the users.
- 2) The single sequence results in ease of consultation as it is supported by cross references and proper leads from one subject to another and one heading to another.



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- 3) The subject headings are independent of any classification scheme and there is, thus, freedom to establish headings which can bring together material otherwise scattered.
- 4) The heading can be prepared as per users' convenience or to match the user preferred terminology.

From the user's point of view, this type of catalogue is easier to consult and use, as there is one sequence only to be consulted.

3.6 CATALOGUING RULES

Cataloguing rules have been defined to allow for consistent cataloguing of various library materials across several persons of a cataloging team and across time. Users can use them to clarify how to find an entry and how to interpret the data in an entry. Cataloging rules prescribe:

- which information from a bibliographic item is to be included in the entry,
- how this information is presented on a catalogue entry or in a cataloguing record, and
- how the entries should be sorted in the catalogue.

The larger a collection, the more elaborate cataloguing rules are needed. Users cannot and do not want to examine hundreds of catalogue entries or even dozens of library items to find one item they need. Currently, most cataloging rules are similar to, or even based on, the *International Standard Bibliographic Description (ISBD)*, a set of rules produced by the *International Federation of Library Associations and Institutions (IFLA)* to describe a wide range of library materials. These rules organize the bibliographic description of an item in the following areas:

1. Title and statement of responsibility (author or editor)
2. Edition
3. Material specific details (for example, the scale of a map)
4. Publication and distribution
5. Physical description (for example, number of pages)
6. Series
7. Notes, and
8. Standard Number (International Standard Book Number)

The most commonly used set of cataloging rules in the world are the *Anglo-American Cataloguing Rules, 2nd Edition*, or AACR2 for short.

3.6.1 Cataloguing Codes

A cataloging code is a set of rules for the guidance of cataloguers in preparing entries for catalogues so as to ensure uniformity in treatment. Such codes include rules for

subject cataloguing and for filing and arranging entries. Some of the cataloguing codes are:

- 1841 British Museum Rules
- 1876 Cutter's Rules by Charles A. Cutter
- 1908 Anglo-American Code
- 1934 Classified Catalogue Code by Dr. S. R. Ranganathan
- 1949 American Library Association (ALA) Rules
- 1949 Library of Congress Rules for Descriptive cataloguing
- 1967 Anglo-American cataloguing Rules

Let us know some more details about these two inner forms of catalogues.



Activity 3.2

Pick up any ten books. Prepare their catalogue entries as per information available in section 3.8 of this lesson.



INTEXT QUESTION 3.5

Select the correct option.

1. What is the full form of ISBD.
 - a) Indian Standard Book Number.
 - b) International Standard Book Number.
 - c) Internal Standard Book Number.
2. Bibliographic description of a Book does not have
 - a) Title and statement of responsibility (author or editor)
 - b) Edition
 - c) Publication and distribution
 - d) Anglo-American Code

3.7 LIBRARY CATALOGUING

Library cataloguing is the process of preparation of entries for the construction of a catalogue and preparing bibliographic record that will become entries in a catalogue. If carried out manually, the catalogue entries are usually made on cards of 12.5 X 7.5 cm (3 x 5 in.) size.



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The process of cataloguing is carried out based on seven principles of cataloguing. Of these, five are common to all types of entries. There are – multiple approach, unique entry, inevitable association, probable association and specific entry. The rest of the two principles relate to the description of the book. There are two types of description: adequate description and concise description.

Cataloguing work, thus, involves making of the necessary catalogue entries for a document. These entries may be of different types, each having its own specific function to perform for successful usage of the catalogue. Each of the entries has to be prepared in accordance with the rules prescribed in the cataloguing code being followed by the library. Also the nature and content of each type of entry may be influenced by the particular form of catalogue.

Cataloguing work involves the following steps:

- Preparation of the main entry
- Preparation of added entries
- Assignment of subject headings
- Preparation of reference entries, if any
- Writing the tracing on the main entry
- Preparing the shelf list card
- Checking of the catalogue cards by senior personnel
- Alphabetization of catalogue cards
- Filing of catalogue cards
- Preparation of the book card

The main entry in any catalogue is the entry with maximum information about the document being catalogued. All the other entries, i.e., the added entries and the reference entries are derived from the main entry. The assignment of the subject headings is also carried out after preparation of the main entry. Thus it is essential that the library personnel carrying out cataloguing should first prepare the main entry and then all the other added entries.

The added entries, as mentioned above, are to be derived from the main entry. The type and number of added entries required for a particular document vary. Actually it is dependent on the type of document being catalogued. Many times, this also depends on the kind of library, its collection categories and the users of the library. Wherever, the unit card system is followed, the main entry can be duplicated and information in heading section is to be provided accordingly. Similarly, the reference entries are also prepared, these too are to be drawn from the main entry. Once all the added entries are complete, the tracing section can be prepared on the back of main entry card.

Assignment of subject headings is one of the chief activities of the technical processing section. The subject headings are usually assigned after preparation of

the main entry card of a document. In many libraries, however, it is the responsibility of the personnel carrying out classification as classifiers are usually the subject experts. In most libraries, subject headings are in the form of subject or class index entries. For assigning subject headings, tools required are – the list of subject headings, bibliographies, classification schedules and thesauri. A separate added entry is required for each subject heading.

For the libraries having the practice of maintaining a shelf-list, the next step is preparation of shelf list cards. Shelf-list contains a card each for every volume and is arranged parallel to the arrangement of the documents in the library shelves. The shelf-list card is usually a duplicate of the main entry card or in libraries having unit card system, one card can be placed in the shelf-list.

All the cards, along with the catalogued book, are usually submitted to the chief librarian or a senior professional specially designated for the purpose of scrutiny and checking. It is to ensure quality before books are sent for public use. After checking, if found to be without any errors, the documents may be sent for physical processing or display or directly to the shelves. The cards are to be alphabetized and then sent for filing in the main public catalogue.

Lastly, the book cards are to be prepared for the purpose of using the same during circulation of books. The essential information to be put on the book cards includes the accession number, call number, author of the book, and title of the book. It is the responsibility of the person(s) involved in cataloguing of a particular document.

3.7.1 Catalogue cards

Catalogue entries are prepared according to some code or rules as mentioned in the previous section. The main catalogue entries consist of the following information according to majority of the cataloguing codes:

- Call Number
- Author
- Title
- Subtitle
- Edition Statement
- Imprint
- Collation
- Series Note
- Notes
- Contents
- Accession Number

The above mentioned items on a catalogue card can be easily understood by an example.



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025.3 HUN	Hunter, Eric J
65802	<p>Title : Cataloguing : a guidebook. Imprint : 2nd Rev. Edition London. Clive Bingley, 1971. 184p., illus., 22cm. Notes : Includes bibliographical references</p>

From such a main entry card the other added entries for author, subject, title, series etc. can be prepared.

SAMPLE MAIN ENTRY

579.1757	B22M Black, J. C.
	Microbiological methods for assessing soil quality: a technical report/ by Jason C. Black and Don Hopkinson. 2nd ed.- Oxford Int. Publishing: Cambridge, 2010.
16742	Xi, 301 p.; illus.; 9 cm. 1. SOIL MICROBIOLOGY. 2. SOILS-QUALITY 3. SOILS-ANALYSIS. I. Hopkins, Don II. Title.

SAMPLE FOR AN ADDED ENTRY

1. Added Entry (Subject)

579.1757	SOIL MICROBIOLOGY
B22M	Black, J. C.
16742	Rest same as in main entry.

2. Added Entry (Joint Author)

579.175	Hopkins, Don
B22M	Black, J. C.
16742	Rest same as in main entry

3. Added Entry (Title)

579.1757	Microbiological methods for assessing soil quality: a technical report
B22M	Black, J. C.
16742	Rest same as in main entry.

**INTEXT QUESTIONS 3.6****State True/False**

1. Nature and content of each type of catalogue entry are not influenced by particular form of catalogue.

2. Items shown on main entry of a library catalogue card does not include, Publisher, place of Publication, year of publication, edition or pagination.

3.8 OPAC AND WEB OPAC

The problems faced by the various physical forms of catalogue have been addressed to a great extent by the computers. With the advent of computers, the library activities ranging from acquisition to withdrawal of books from the library records can be automated. Same is the fate of cataloguing. The process not only helps in preparation of different catalogue entries, but also, in generation of book type or card type printouts. In addition, it has revolutionized the storage and retrieval mechanism of the libraries through its electronic version. As a matter of fact, OPACs and Web OPACs are nowadays available in libraries.

3.8.1 OPAC

An Online Public Access Catalogue (often abbreviated as OPAC) is an online database of materials held by a library or group of libraries. An OPAC contains all the bibliographic information of a library and is in other words, a gateway to a library's collection. According to ALA Glossary, an OPAC can be defined as "A computer based library catalogue (bibliographic database) designed to be accessed via terminals so that library users may directly and effectively search for and retrieve bibliographic records".

The OPAC can not only be used on a stand-alone computer, but can also be put on the INTRA or INTERNET. This makes possible for a library to extend its services not only to its users but also to the other interested persons of the locality, region, nation or the entire world. OPAC or computerized catalogue is very dynamic, in the sense, that it is highly flexible, easy and economical to maintain and capable to meet almost every possible approach of the user. The searching capability is very fast and accurate. It can be used by any number of users. The wireless technology and laptop computers nowadays have made it quite portable. The power storage devices and the UPS devices have also eliminated its dependability on electricity to a great extent.

3.8.2 Web OPAC

Web OPAC is an OPAC which is provided on the web and with the help of internet any user can access it from anywhere. Whereas OPAC can facilitate a user to access materials while in the library, Web OPAC has the advantage of being available world wide and accessible any time. The status of a book may be known as the book is issued or on shelf, lost or transferred, etc. Here, an interface exists to provide access to the system in a manner that is complete, efficient and acceptable to the users.

As Web OPAC is accessible through internet, it is possible to search independently by author, keyword, title or year of a document. Complete bibliographic information is available. In other words, all features of an OPAC are present and also there is facility to use hypertext links due to availability of Graphical user interface.

OPAC is thus an interactive search module of an automated library management



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system. Any bibliographic record can be searched directly from a link from a database of the library or remotely through networks. This ensures that a lot of cataloguing activity is reduced with the availability of Web OPACs. Web OPACs improve the quality, speed and performance of the services offered by the modern libraries. Users have the facility to see the entire range of library collection and know about the issue status of each document of the library.

Difference between Card Catalogue, OPAC and Web OPAC

S. No.	Card Catalogue	OPAC	Web OPAC
1.	Only one user can use at a time	Large number of users can use at the same time from various access points	Large number of users can use at the same time from various access points
2.	Users can search only by a single access point, e.g., author, title, subject heading.	Users have many access points, e.g., author, title, subject heading, ISBN keywords, etc.,	Users have many access points, e.g., author, title, subject heading, ISBN keywords, etc.
3.	Cannot use in electronic environment	Users can broaden or narrow down search by use of various search operators	Users can broaden or narrow down search by use of various search operators.
4.	Usage is limited within library only.	Usage is limited as only the user within a LAN can use it.	Usage is global, as a user can access it from anywhere, at anytime
5.	Library is to follow cataloguing rules / codes	Users have to follow the OPAC software of the particular library	As here HTML files are used, which are hyperlinked to the subject area or the discipline

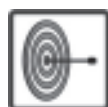


INTEXT QUESTIONS 3.7

Tick mark correct answer.

OPAC stands for

- Online private access
- Online public access catalogue
- Online public access cataloguing



WHAT YOU HAVE LEARNT

- Catalogue is a very important tool for any kind of library. It helps the users in two main ways. The first is to facilitate the location of a particular publication which is available in the library, and secondly, to relate and display together the books on the same subject by different authors, available in the library.

- Various physical forms, besides computerized catalogue have been described.
- Inner form of Library catalogue like Author, Title, dictionary keywords, mixed alphabetic catalogue, classified catalogue, subject catalogue, and shelf list catalogues have been described.
- Cataloguing rules and cataloging codes viz. Anglo American cataloging rules and classified catalogue code by Dr. S.R. Ranganathan have been used to a great extent before the onset of OPAC and web OPAC.
- Presently information technology has changed the focus of library services and OPACs and Web OPACs technologies in libraries have helped enormously. From the traditional card catalogues, users have the facility of locating documents via OPAC and internet. This facility has enabled anytime and anywhere access of material from the libraries.



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TERMINAL EXERCISE

1. What do you understand by cataloguing? Describe the purpose of a library catalogue in detail.
2. Name the various inner forms of a library catalogue. Give a detailed account of a classified catalogue and a dictionary catalogue.



ANSWERS TO INTEXT QUESTIONS

3.1

1. Record, index, holding
2. (Online Public Access Catalogue)

3.2

1. (a)
2. (c)

3.3

- a) – (ii)
- b) – (iii)
- c) – (iv)
- d) – (i)

3.4

1. True
2. True



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3.5

1. (b)
2. (d)

3.6

1. False
2. False

3.7

1. (b)

TERMS

The terms covered in this lesson which require further explanation are typed below in an alphabetic order. The learners are required to explain each term.

Card catalogue:

Catalogue Code:

Catalogue:

Cataloguing:

Classified Catalogue:

Dictionary Catalogue:

OPAC:

Web OPAC: