

Cataloging Fundamentals – Overview

What is cataloging?

Process of creating bibliographic records in a catalog according to a set of standards

What is a bibliographic record (aka cataloging record)?

Unit in a catalog containing details with regard to the identification, physical characteristics, subject characteristic, and location of a bibliographic item

Types of cataloging

- Descriptive cataloging
- Subject analysis

Descriptive Cataloging

- A catalog record is a surrogate (substitute) for the item itself.
- We follow an English-language international cataloging code called AACR2: Anglo-American Cataloguing Rules, 2nd ed.

Functions of a Catalog

Description (Identification)

- Identify a specific item
Is this the work I'm looking for?
- Evaluate an item
Will this item meet my information need?
Is this the same work as that?

Access (Location and Collocation)

- Locate a specific item
Do you have _____?
- Gather the works of an author
What do you have by _____?
- Gather all editions of a work

Descriptive Cataloging Milestones

1841 — Sir Anthony Panizzi's 91 rules for the British Museum. First major modern cataloging code.

1876 — Charles Ammi Cutter at the Boston Atheneum writes *Rules for a Dictionary Catalog*. The 4th ed., published in 1904, still forms the basis of our cataloging code.

1901 — LC starts selling its printed cards.

1908 — American Library Association and the British Library Association publish *AA 1908*, which codifies LC practice and the card format.

1949 — LC publishes *Rules for Descriptive Cataloging* and ALA publishes *Cataloging Rules for Author and Title Entries*.

1961 — International Conference on Cataloging Principles held in Paris, resulting in the *Paris Principles*. Based on draft rules by Seymour Lubetzky, these deal with choice and form of entry, and strongly resemble Cutter's principles.

1966-68 — MARC pilot project begins, involving LC and 16 libraries.

1967 — *Anglo-American Cataloging Rules* (AACR) published, based somewhat on the Paris Principles. The Americans choose not to convert existing headings to the new rules.

1969 — International Meeting of Cataloguing Experts in Copenhagen drafts ISBD to standardize order and content of bibliographic description. Published in 1974.

1969 — LC publishes the MARC II format, based on field testing and input from participating institutions.

1971 — OCLC is founded to take advantage of the capabilities of MARC for shared cataloging.

1978 — *Anglo-American Cataloguing Rules*, 2nd ed. (AACR2) published. Implementation held until January 1, 1981. The Paris Principles triumph at last. First code allowing integration of print and nonprint in the same catalog.

1988 — AACR2 Revised edition is published. The code proves durable and updatable.

1998 — AACR2 1998 Revision is published, incorporating rule changes since 1988.

2002 — AACR2 2002 Revision is published, rewriting Chapter 9 as Electronic Resources, and Chapter 12 as Continuing Resources. Annual updates are published.

Subject Analysis

“Aboutness” may be expressed through:

- Words or phrases
 - Controlled vocabulary (thesaurus)
 - *We use Library of Congress Subject Headings (LCSH)*
 - Free-text (keyword)
- Classification scheme
 - Alphabetic, numeric, or other type of notation
 - May be hierarchical (broad to narrow) or express relationships
 - *We use Library of Congress Classification (LCC)*

Subject Headings

Cutter’s principles

- To enable a person to find a work of which the subject is known
 - The catalog is a tool for location (you know what you want, and you’re using subject as a means of access)
- To show what the library has on a given subject [and] in a given kind of literature
 - The catalog is a tool for collocation (gathering groups of materials by subject and genre)

Characteristics of LCSH

- Based on literary warrant
 - Built from the bottom up – what is already written, found in the literature
 - Growth by accretion (not built on the universe of knowledge)
 - Reflects nature and size of collection designed for
 - Strong U.S., Western bias
- Alphabetical/Specific
 - Introduced by Cutter in 19th century (dictionary catalog)
 - Direct alphabetical access to subject term
 - Related topics dispersed alphabetically
 - Hierarchical relationships expressed through reference structure (see, see also)

LCSH History

1898 – LC adopted Cutter’s dictionary catalog model

1914 – First subject headings list published: *Subject Headings Used in the Dictionary Catalogues of the Library of Congress*

1951 – David Judson Haykin (chief of Subject Cataloging Division, LC) publishes *Subject Headings: A Practical Guide*

- 1975 – 8th edition published under the title: *Library of Congress Subject Headings*; first edition available in microform with quarterly cumulations
- 1986 – 10th edition available in machine-readable form, updated by weekly tapes and available through bibliographic utilities (OCLC)
- 1988 – 11th edition: beginning now new editions published annually; online file called *Subject Authority File (SAF)*
- 2002 – LC Authority Files available via the Web.

Classification

Two primary functions:

- organizing and conveying relationships for systematic displays in catalogs, indexes, etc.
 - virtual shelf browsing
 - subject categorization that is language-neutral
- physical arrangement on shelves

There are many classification systems, but the most common in the US are Library of Congress Classification (LCC) and Dewey Decimal Classification (DDC).

- Most common in the world is DDC (first published same year as Cutter's Rules – 1876).
 - Melvil Dewey worked at Amherst College. Helped found ALA. Founded first library school at Columbia (now closed)
 - OCLC owns DDC now; published in book format and on the Web
- Vertical/Hierarchical)
 - General to specific
 - Subject relationships expressed hierarchically
 - Requires alphabetical index to approach at any level of hierarchy

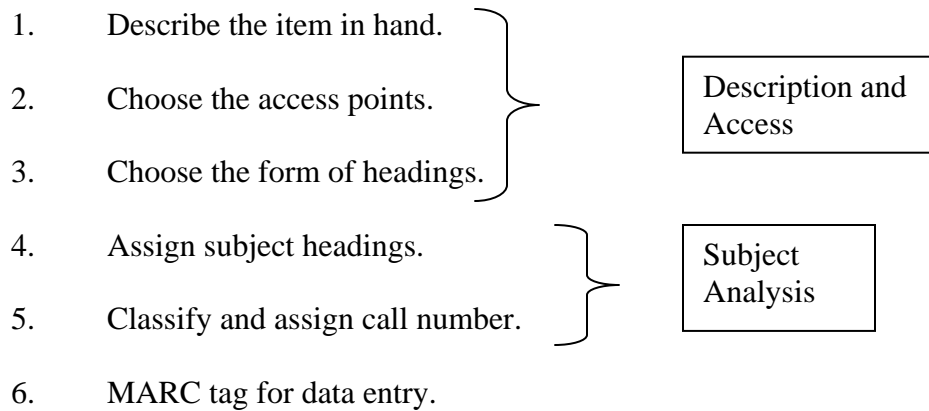
Call number: a classification number with the addition of a book or item number to provide a unique shelf location (address)

- Books on same topic with same classification number
- Not all libraries or classification schemes require unique call number
 - LC does
 - Dewey does not require book or item number in any particular format (my public library uses author's last name, not unique numbers)

LC Classification (LCC)

- Begun in 1898 after rejecting existing schemes (Dewey and Cutter's Expansive Classification).
- Individual classes developed by groups of specialists tailored to LC's collection.
- Some subclasses of K- Law – still being developed. Not in general use outside the US.
- Heavily used in academic libraries since collections more comparable to LC's

Steps in Cataloging and Classification



How We Catalog

OCLC: a bibliographic utility

- Master record: original record is master; libraries edit and save local copy
- Contribution: members contribute records and holdings for the use of others
- Cooperation: members support the cooperative nature of the organization
- There are other utilities and sources of MARC records; not all libraries use OCLC

Copy cataloging (adapted cataloging)

- Cataloging from “copy”; Adapting copy provided by others
 - Not copying, but working from “copy”
- Goal: to accept records with as little editing as possible
- Set criteria, elements to check
- OCLC transformed copy cataloging by making more copy available

Original cataloging

- No existing record for the edition in hand (guidelines published by OCLC)
- Can build off an existing record or create from scratch
- Need to meet national standards in creating the “master record”
- Encoding levels identify whether “full” or “less than full” cataloging
- Others can upgrade or enhance with proper authorizations

Relationships: How It All Fits Together

- **AACR2:** international English-language community descriptive cataloging code (description and access)
 - used by US, UK, Canada, Australia
 - required by OCLC
- **LCSH:** American subject heading scheme
 - belongs to LC
 - not required, many other schemes
 - not used by all US libraries
 - not used internationally
- **LCC:** American classification scheme
 - belongs to LC
 - not required, many other schemes
 - not used by all US libraries
 - not used internationally
- **MARC:** international data communication standard
 - has national “flavors”
 - permits interchange of bibliographic records
 - is a carrier of data from many different cataloging codes, not just AACR2
 - but developed at LC and based heavily on printed catalog cards
 - supported and updated by a large community of users
- **OCLC:** international bibliographic utility of shared MARC records (and other services)
 - a source of MARC records
 - holdings support ILL system
 - not used everywhere
 - not required – other sources of MARC records
 - members commit to the cooperative by contributing their holdings
- **Aleph:** an automated system designed to manage library collections
 - uses MARC records for bibliographic database which supports acquisitions, cataloging, circulation, OPAC
 - provided by Ex Libris, an Israeli company with international customer base
 - target audience is large academic libraries and consortia
 - not required – many other automated systems available